

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: PROJECT MANAGER, SPECIAL GRANTS/CONTRACTS**

#### **BASIC FUNCTION:**

Under the direction of assigned administrator, provide coordination and oversight for the implementation of grants and contracts with an emphasis on compliance with applicable objectives. Incumbent is responsible for overseeing assignments and reports, organizing research, contracting assignments, and compiling information for reporting and dissemination.

#### **DISTINGUISHED CHARACTERISTICS:**

The Project Manager, Special Grants/Contracts provides support for the successful operation of the assigned program, including but not limited to the following locally funded programs: AB 86/adult education programs, Department of Education, Department of Labor and HUD grants, U.S. Department of Veterans Affairs and California Department of Veterans Affairs, state grants from the Community College Chancellor's Office, and other grant programs. Incumbent works with assigned administrator to communicate with grant partners, including but not limited to local service-area charities, school districts, various community groups, non-profit organizations, government agencies, colleges and universities. Incumbent creates synergy between and among participants to achieve the objectives of the grant, and is responsible for performance reports.

#### **REPRESENTATIVE DUTIES:**

Organize and implement projects and outreach efforts to the participating colleges, universities, governmental agencies, school districts and community organizations that are engaged in efforts that meet the purpose of the grant. Evaluate compliance by partner organizations with the goals and objectives of the grant. *E*

Direct, supervise and evaluate assigned staff such as clerical and program staff, advisors. *E*

Communicate with participating grant partners, consortium members, school districts, business and industry, non-profit organizations, Workforce Investment Board programs, municipalities and other entities that are doing work in the areas that the grant supports. *E*

Ensure compliance with regulations for participation in grant-funded activities. *E*

Act as an educational resource and advocate for first generation and low income students. *E*

Compile data and prepare reports required by the college, the office of the California Community College Chancellors of and the California Superintendent for Education. *E*

## **Project Manager, Special Grants/Contracts**

Assist with the completion and submission of reports detailing compliance with grant objectives, including but not limited to mid-year and annual performance reports as required by the grant or requested from administration. *E*

Supervise, implement and monitor special grant activities. *E*

Foster a climate that is supportive of the grant's mission. *E*

Interpret and apply program regulations. *E*

Perform office duties as needed. *E*

Coordinate and participate in the hiring of staff. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

Group process and group facilitation skills

Planning and resource allocation skills

Good written and oral presentation skills

Analytical organizational and administrative skills

Experience supervising workers

Current computer skills utilizing common office software

Interpersonal skills using tact and courtesy

Implement project objectives and meet the targeted grant goals

Plan, organize, and direct the implementation of grant activities

Compile and verify data, and prepare reports

Read, interpret apply and explain rules, regulations policies and procedures

Maintain current knowledge of program rules regulations, requirements and restrictions

Supervise and direct assigned staff

Work independently with minimum supervision

Must be able to work evenings when required

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to bachelor's degree from a regionally accredited college, and two years of full-time experience supervising staff.

Experience in grant-funded programs is preferred.

## **Project Manager, Special Grants/Contracts**

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California state driver's license; it may be acquired within fifteen days of employment; must have transportation to allow meetings on two or more sites in one day.

### **WORKING CONDITIONS:**

Indoor and outdoor environment; subject to driving to a variety of locations to conduct work during day and evening hours; standing and walking for long periods of time; visual, hearing and verbal ability.