

CAREER EDUCATION AND ECONOMIC DEVELOPMENT PROJECT MANAGER

DEFINITION

The Career Education and Economic Development (CEED) Project Manager is responsible for all phases of assigned CEED projects; coordinates and monitors projects to ensure completion within budget; monitors and reviews expenditures for conformance with grant objectives, contract terms and conditions and ensures compliance within regulatory requirements; may serve as the Fast Track to Work Program Manager on a relief basis; and performs related work as required/assigned.

CLASS CHARACTERISTICS

This is an experienced level position that performs a wide variety of professional level duties. Incumbent will be self directed and will have frequent interaction with faculty, support staff and administrators.

Position responsibilities include development and submission of grant applications, workplans and budgets; partnership agreements with internal and external stakeholders; coordination of assignments for staff involved in the project; management of project activities necessary for successful implementation; oversight of the budget and other project resources; monitors grant project implementation and expenditures for compliance with contract requirements; and preparation and timely submission of required reports to funding agencies. In addition, the CEED Project Manager is responsible for working with college departments to develop and improve systems that support categorically-funded programs.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops systems and processes for the management and implementation of daily operations of categorically funded projects/ grants (*E*)
- Provides information and interpretation of policies, terms, and conditions for faculty, support staff, and project/grant collaborators (*E*)
- Analyzes, plans and implements systems to support efficient and effective management of grant funds and grant funded activities (*E*)
- Communicates the objectives and outcomes of the project/grant to faculty, administrators, support staff, other college personnel and grant collaborators (*E*)
- Works with internal and external partners to provide services to the project's target population (*E*)
- Meets with faculty, administrators, support staff, other college personnel and grant collaborators on a regular basis to review progress towards meeting grant objectives (*E*)
- Maintains operational, financial, and related records required by granting agencies and prepares reports for grant funded projects as required (*E*)
- Serves as a resource to the Dean and other project directors regarding organizational and fiscal issues (*E*)

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EXAMPLES OF DUTIES (Cont'd)

- Ensures that funds are managed in compliance with guidelines, procedures, and within deadlines (*E*)
- Exercises signature authority as delegated by Dean and approved by Business Office (*E*)
- Performs duties in conformance with applicable rules, regulations, policies and procedures (*E*)
- Establishes and maintains effective working relationships with those contacted in the course of work (*E*)
- Trains and oversees the work of student and hourly staff (*E*)
- Provides liaison activities between College and the Human Resources Agency (HRA)
- May provide bilingual services to monolingual and limited English-speaking program clientele
- Serves on college committees as required or assigned
- Performs related duties as required or assigned

(*E*)=*designates essential functions*

QUALIFICATIONS

Knowledge of:

- Effective project management, implementation, and evaluation procedures
- Modern office practices, procedures and equipment
- Federal and state laws and College rules and regulations
- Record keeping principles and procedures
- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds
- Business mathematics
- Correct English usage, including, grammar and punctuation
- Basic supervisory principles and practices

Ability to:

- Develop, implement and measure adherence to grant and project work plans
- Work collaboratively with faculty, administrators, support staff, and grant collaborators
- Analyze complex information and to research, read, interpret, apply and explain rules, regulations, policies and procedures
- Analyze administrative and financial systems and to initiate, plan and implement new systems
- Prepare a variety of reports and to maintain accurate records in accordance with funding requirements
- Exercise good judgment in planning, organizing, scheduling work and performing duties
- Determine the need for additional information and develop and carry out appropriate strategies for obtaining the needed information

QUALIFICATIONS (continued)

Ability to: (continued)

- Work effectively with minimal supervision
- Effectively carry out oral and written instructions
- Participate in and lead teams; conduct meetings and communicate effectively both orally and in writing
- Coordinate, train and oversee the work of others
- Establish and maintain cooperative, effective working relationships with those contacted in the course of the work
- Effectively use word processing, spreadsheet, and database software, email, and Internet applications to communicate with project stakeholders, to coordinate project resources and to document project outcomes
- Consistently perform effectively under the pressure of deadlines and other assignment requirements

Desirable:

- Bachelor's degree
- Knowledge of community college practices and procedures
- Previous grant related experience
- Experience working with groups of diverse ethnic and educational backgrounds
- English/Spanish bilingual ability

Education and Experience:

Completion of two years of college with major coursework in field related to the work and three years of increasingly responsible experience related to project or program.