

JULY 2018
FLSA: EXEMPT
SALARY GRADE: T
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM DIRECTOR, NSF NATIONAL CENTER FOR SUPPLY CHAIN
AUTOMATION

BASIC FUNCTION: Under the supervision of the area Dean, coordinates and provides leadership for the successful day-to-day implementation of the National Science Foundation (NSF) National Center for Supply Chain Automation grant.

SUPERVISORY RESPONSIBILITIES: Staff assigned to support grants administration, including District employees and consultants.

REPRESENTATIVE DUTIES:

1. Oversees all elements of the grant project and facilitates, oversees, and coordinates implementation of grant activities, and external evaluation of project objectives.
2. Supervises and evaluates staff, partners, and consultants involved in NSF activities.
3. Provides reports and updates to college and/or District administration on project progress, successes, and concerns.
4. Manages the grant project budget, approves expenditures, and ensures appropriate use of federal funds.
5. Oversees project reporting, including fiscal, activity, and technical reports for assigned college, District, and the NSF.
6. Maintains effective communication with stakeholders and District to ensure project's congruence with institutional goals.
7. Remains current regarding NSF policies, grant terms, and conditions to ensure project compliance throughout the grant's period.
8. Completes and submits budget, activity, and Time & Effort reports.
9. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
10. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited college and four years of related management experience; or an equivalent combination of training and experience.

A master's degree and management experience that includes fiscal and budgetary management is preferred.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

1. Career and technical education within the community colleges
2. Trends and evolutions within integrated supply chain technologies
3. Student and industry engagement strategies
4. The community college mission
5. Effective allocation of grant and staff resources
6. Minority student recruitment research
7. Microsoft Office Suite

ABILITY TO:

1. Represent the NSF, college, and the District to business and industry
2. Exercise independent judgment and initiative
3. Effectively manage projects and timelines
4. Demonstrate strong initiative, innovative thinking, and adaptability
5. Lead, build teams, and organize staff and resources
6. Work effectively with faculty, administrators, staff, and representatives from outside organizations.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-Partner Institutions, grant partners, colleagues and other departmental personnel, faculty, students, businesses, industry associations and consortiums, government agencies, employment agencies, and the community at large.

WORKING CONDITIONS: Normal office environment.

This is a categorically funded position and continuation of employment is contingent upon availability of grant funds and approval by the Board of Trustees.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.