

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Management/Administrative Job Description

JOB TITLE: Director, Career and Technical Education Projects

BASIC FUNCTION: Under the direction of the area Vice President, the Director will coordinate and manage the operational functions related to grants and contracts of the district's Occupational Education programs. The responsibilities of the position include program development and implementation; budget monitoring and management; grant compliance; performance review and generation of reports; coordination and management of contracts and independent contractors; development and coordination of all outreach efforts related to required partners, business/industry partners, Workforce Investment Boards (WIBSs), participating community colleges, local secondary schools and ROP, and civic organizations.

SUPERVISORY RESPONSIBILITIES: Will oversee Occupational Education Specialist, Outreach Specialist, Occupational Education Assistant, Accounting Services Clerk, and short-term employees.

REPRESENTATIVE DUTIES:

1. Develops, coordinates, and manages RCC career and technical education grants and projects in accordance with the terms and conditions of the grants.
2. Develops detailed budgets, maintains and reconciles accounts, submit budget changes, tracks both federal and district accounts, and files appropriate paperwork to allow for timely and accurate tracking in cooperation with the District fiscal services department.
3. Evaluates and manages budget transactions for compliance with the terms and conditions of the grants and, in consultation with the AVC, seeks approvals for the necessary modifications to the work plan and grant objectives from the federal and state agencies.
4. Coordinates and oversees the accounts, maintenance of accurate records and reporting and tracking of services provided through sub-contractors, participating colleges, WIBS, and other clients.
5. Develops and prepares monthly, quarterly and annual reports/documents in accordance with the guidelines of the granting agency and Riverside Community College District.
6. Coordinates and manages the delivery and operation of seminars, training events, testing services, and scheduled activities of the grants and contracts.
7. Under the direction of the AVC, serves as the program liaison and coordinates all the outreach efforts with required partners, business/industry partners, Workforce Investment Boards (WIBS), participating community colleges, local secondary schools and ROP, and civic organizations.
8. In the absence of the AVC, serves as the RCCD program administrator to outside agencies, businesses and educational organizations.
9. On behalf of the RCCD occupational education program, attends all the required meetings and conferences locally and nationally and presents reports and findings of the project.

10. Under the direction of the AVC, coordinates and manages the program review and data collection in accordance with the terms and conditions of the grants and serves as the liaison with outside evaluators (auditor).
11. Assists the AVC in the development and distribution of marketing materials, brochures, Websites, e-commerce information, CD's and other presentation materials.
12. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
13. Supervise and coordinate the activities of other staff members, outside contractors, and/or agencies associated with the activities of the grant.
14. Serves as a member of the Management Association.
15. Performs other related responsibilities as may be assigned.

EDUCATION: A Bachelor's degree from an accredited college.

EXPERIENCE: Minimum of three years of full-time work experience in managing federal grants, including familiarity with fiscal and budgetary management. Must have management experience.

LICENSES/CERTIFICATIONS REQUIRED:

N/A

KNOWLEDGE OF: Considerable knowledge of accounting and fiscal reporting methods as used in California government agencies, schools, or colleges. Knowledge of computer software programs, such as spread-sheets, databases, and presentation software. Must be familiar with offering workforce training programs in a public college environment.

ABILITY TO: Ability to manage major projects breaking them down into: task definitions, task assignments, task completion measures and defining when task follow up is needed. Ability to create and maintain project budgets from overall financial plans through the use of computer based spreadsheets; prepare written reports and oral presentations; communicate effectively both orally and in writing; develop and maintain cooperative relationships with local and regional employers, agencies and governmental entities; and supervise, train and evaluate staff.

CONTACTS: Contacts include outside agencies, school district personnel, state chancellor's office and fellow RCCD staff and managers.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

WORKING CONDITIONS: This is a normal office environment.

SPECIAL REQUIREMENTS: Possess & maintain a valid & clear California Driver's License & provide own transportation for travel to off-site meetings & conferences. Requirement of California Driver's License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to & from meetings.

09-01-09

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.