

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR, CAREER AND TECHNICAL EDUCATION GRANTS AND REGIONAL PROJECTS L228.100**

**BASIC FUNCTION:** Under the administrative direction of an administrator, provides oversight, leadership and direction for career and technical education grants, grant activities and regional projects. Performs complex project management, grant management and leadership functions requiring the application of a broad knowledge of grants, budget management and project development, implementation and evaluation. Ensures all grant programs and regional projects within the supported service area meet stated objectives, project timelines, work quality standards and established policies and procedures.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*)*

- \*1. Designs, develops, implements and evaluates the day to day activities related to Career and Technical Education (CTE) grants and regional projects. Disseminates information to staff, students and the general public.
- \*2. Oversees the management and supervision of CTE grants and regional projects to ensure effective overall operations and that they meet the stated goals and objectives as well as the policies and procedures. Provides oversight of data entry to ensure accurate outcome measurements.
- \*3. Works cooperatively with community college and university faculty and K-12 administrators and teachers to initiate and administer successful regional projects and CTE grant programs, activities and services.
- \*4. Communicates with K-12, Institutions of Higher Education and agency/business partners by holding regular meetings and in-service trainings to oversee planning and decision making activities for applicable grants and projects in order to keep stakeholders accurately informed.
- \*5. Facilitates, plans and schedules conferences and/or meetings which provide informational and educational services that support and promote the appropriate use of funds related to the CTE grants and regional projects to the targeted audiences.
- \*6. Prepares cost estimates for budget recommendations and projections; controls and authorizes expenditures in accordance with established limitations set by the grant or project; establishes and maintains financial controls to meet annual and long-range goals; identifies resource needs and allocates established resources accordingly.
- \*7. Develops comprehensive marketing plans for CTE grants and regional projects as needed and/or required; may coordinate with the Department of Institutional Advancement to develop marketing materials and determine appropriate media for defined target market.
- \*8. Develops, implements and evaluates goals and objectives as well as the policies and procedures for assigned grants and regional projects.
- \*9. Researches, compiles and analyzes data for reports for assigned regional projects and CTE grant project/program activities.
- \*10. Establishes and implements long and short-term goals and objectives for regional projects and CTE grant programs and projects. Ensures they are closely tied to the mission, vision and strategic initiatives for Butte College and the supported service area; ensures timely completion and adjusts as appropriate.
- \*11. Serves as liaison within supported service area and the college community; provides information and referrals within the context of maintaining cooperative relationships with regional and statewide CTE partners.
- \*12. Works with the local and regional community, statewide and national partners, including educational institutions, private commerce, public sector and non-profit entities to develop and promote CTE grants, grant programs and regional projects.
- \*13. Provides the supervision, training and evaluation of assigned staff which may include but not be limited to, instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, participating in new employee selection, recommending employee discipline and reviewing and evaluating the work of assigned staff for completeness and accuracy, offering advice and assistance as needed.
- \*14. Assures compliance with District, county, State and federal laws, rules, regulations and guidelines related to the supported service area, CTE grants, grant programs and regional projects.
- \*15. Identifies and evaluates potential regional projects and grant opportunities. Develops projects and grant proposals in collaboration with faculty and District Grant Managers.
16. May perform administrative and clerical functions to include, initiating contracts in conjunction with the assigned administrator and with the Office of Business Contracts, initiating correspondence and facility agreements, developing and/or completing forms and/or surveys, generating purchase orders and personal service contracts, preparing billing statements, monitoring and maintaining computer databases, copying and filing documents, answering telephones and disseminating resource materials, etc.
17. Serves on a variety of District committees and regional and statewide workgroups and committees as requested.
18. May perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- **EDUCATION AND EXPERIENCE:**
  - Bachelor's Degree; **AND**
  - Three (3) years of experience related to the duties and responsibilities of this position.
- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**
  - Hold and maintain a valid driver's license throughout duration of employment with the District.
  - Some travel is required.

**DESIRED QUALIFICATIONS:**

- Experience leading and managing multiple complex projects in an educational setting or in a non-profit context.
- Master's Degree.
- Recent successful grant development and monitoring experience, preferably in an education setting.
- Experience developing and maintaining multiple constituency collaborations and relationships.
- Experience involving work with community groups and governmental entities.

**KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training, and/or experience.)**

**Knowledge of:** District policies and procedures; laws and ordinances pertaining to the specific responsibilities of the position functions; supervisory and managerial concepts and principles; fiscal performance and measures; working effectively with a wide range of people; principles of public speaking; communicating effectively with individuals and groups within the campus community as well as external audiences; providing work direction and guidance to others; gathering and analyzing data and making relevant recommendations; modern office practices and procedures including letter writing techniques, spelling, vocabulary, excellent mathematical skills and filing practices and systems; modern office equipment including computers, peripherals, communications devices and digital hardware; rules, regulations, laws and ordinances pertaining to grants within a community college.

**Ability to:** interpret and apply District policies, procedures, rules and regulations; understand and apply departmental policies and procedures; integrate State laws and regulations including grant regulations and guidelines; conduct outreach and build consensus between multiple stakeholders; independently perform a variety of administrative duties; comply with stringent confidentiality requirements; read and write at a level appropriate for this position; independently compose correspondence and reports; provide effective supervision and coordinate and provide leadership to assigned staff; effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production; compile, organize and use various financial information necessary in the preparation and management of budgets; analyze complex financial, statistical and narrative data; analyze data, research problems and prepare clear and concise reports and recommendations; research and compile data and information with completeness and accuracy; plan, implement and control multi-faceted projects; communicate effectively in verbal and written formats to a wide variety of audiences; make sound, educated decisions; work independently with an emphasis on detail; establish and maintain cooperative working relationships with those contacted during the course of work; use discretion and diplomacy when working with students, staff, faculty and the public; utilize keyboarding skills commensurate with the required functions for this position; prioritize work load and meet deadlines; independently apply good judgment; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain records accurately and with confidentiality as required.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides work direction and supervision to departmental staff, students and short-term employees and/or others as needed and/or required.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

Faculty, staff, administrators, students and the general public.

**WORKING CONDITIONS:**

Normal office environment.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.