

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRANT MANAGER, BASIC SKILLS & STUDENT OUTCOMES TRANSFORMATION GRANT

L220.200

BASIC FUNCTION: Under the administrative direction of an administrator, performs complex Community Colleges Basic Skills and Student Outcomes Transformation grant program management and leadership functions requiring the application of a broad knowledge of grant and budget management, project development and implementation. Provides project based learning experiences integrated throughout educationally developed initiatives. Ensures all grant programs within the supported service area meet stated objectives, project timelines, work quality standards and established policies and procedures. Manages, provides supervision and evaluates assigned staff. Performs related duties as required.

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. Coordinates a variety of grant projects/programs as well as departmental functions as required. Duties include, but are not limited to the management of the day to day activities of the Transformation grant; the development and coordination of the Transformation grant project/program activities; the dissemination of information to staff, students and the public; the delivery of high quality program initiatives for students; the provision and oversight of data entry to ensure accurate student outcome measurements; and the overall grant functioning.
- *2. Works cooperatively with community college and university faculty, K-12 administrators and teachers to coordinate and implement successful Transformation grant initiatives, activities and services.
- *3. Communicates with K-12/IHE education, agency and business partners by holding regular meetings and in-service trainings to facilitate planning and decision making activities for the Transformation grant in order to keep Transformation grant stakeholders accurately informed.
- *4. Coordinates, plans, schedules and facilitates conferences and/or meetings which provide informational and educational services and training which support and promote the usage of the Transformation grant by the targeted audiences.
- *5. Prepares cost estimates for budget recommendations and projections; controls and authorizes expenditures in accordance with established limitations set by the Transformation grant; establishes and maintains financial controls to meet annual and long-range goals; assists with the identification of resource needs and allocates established resources accordingly.
- *6. Develops a comprehensive marketing plan, as needed; may coordinate with the District's Director for Institutional Advancement to develop marketing materials; assists in the determination of appropriate media for defined target market.
- *7. Participates in the development of Transformation grant goals and objectives as well as the policies and procedures for the Transformation grant; implements all approved policies and procedures and goals and objectives.
- *8. Researches and compiles data for reports, collects information and reports on various Transformation grant project/program activities/initiatives.
- *9. Establishes, facilitates, coordinates, implements, directs and monitors long and short-term Transformation grant goals and objectives. Ensures they are closely tied to the over-all vision of the Transformation grant; ensures timely completion and adjusts as appropriate.
- *10. Serves as liaison within service-area and with the college community; provides information and referrals within the context of maintaining cooperative relationships with Transformation grant partners.
- *11. Supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, acting on personnel issues and conducting employee evaluations. Selects new employees, recommends and approves employee discipline and recommends employee transfers and/or discharge as appropriate.
- *12. Assures compliance with District, county, State and federal laws, rules, regulations and guidelines related to the supported grant and its associated projects/programs.
- *13. Provides periodic Transformation grant program evaluations to improve the effectiveness of the structure, policies and operational procedures.
14. May perform administrative and clerical functions to include, initiating contracts in conjunction with the assigned administrator and with the District's Manager for 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.
15. Serves on a variety of District committees as requested.
16. May perform other duties as assigned within the scope of the classification.

MINIMUM QUALIFICATIONS:● **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree; **AND**
- Three (3) years of experience directly related to the duties and responsibilities of this position; **AND**
- Graduation from high school, G.E.D. or the equivalent.

● **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.
- Experience with basic skills (remedial) courses (mathematics, English, writing or English reading) and/or student assessment/placement.
- Experience with instructional and support-service strategies that boost success for basic skills students.
- History of developing and maintaining multiple constituency collaborations and relationships, to include K-12 and community colleges to better articulate English and Mathematics instruction.
- Experience working with the California Community College Chancellor's Office.
- Experience scaling up existing practices and creating strategies that address providing services to a greater portion of students.

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 position functions; curriculum development processes; supervisory and managerial concepts and principles; 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; 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; develop, maintain and implement effective processes for tracking, recordkeeping and reporting outcomes; 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; establish and maintain cooperative working relationships with those contacted in the course of work; use discretion and handle students, staff, faculty and the public in a diplomatic manner; utilize keyboarding skills commensurate with the required functions for this position; maintain proficiency in keyboarding skills; prioritize work load and meet deadlines; independently apply good judgment; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain confidentiality.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction and supervision to assigned departmental staff, students and short-term employees.

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.