

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRANT MANAGER, TRIO Student Support Services

L220.300

BASIC FUNCTION: Under the administrative direction of an administrator, provides complex administrative oversight of the federally funded TRIO "Classic" and "Disabled" TRIO Student Support Services grants, which target the retention/graduation/transfer of low-income, first-generation and/or students with disabilities. The incumbent will provide leadership to the programs in order to meet the required enrollment, retention, graduation and transfer objectives of the grants to include supervision and evaluation of program staff, budget management, grant-writing, academic and cultural workshops, advising, mentoring and transfer activities, 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 TRIO SSS grants; the development and coordination of the TRIO SSS grants 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 TRIO SSS grants initiatives, activities and services.
- *3. Establishes, facilitates and monitors long and short-term goals of the grants.
- *4. Coordinates the planning, scheduling and facilitating of workshops, conferences and/or meetings which provide informational and educational services and training which support and promote the achievement of project objectives and outcomes as defined in the grant application.
- *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; assumes primary responsibility for development and management of project funds to meet annual and long-range goals; monitors and approves budget expenditures; assists with the identification of resource needs and allocates established resources accordingly.
- *6. Develops and oversees internal and external marketing, promotional and recruitment plans; act as liaison to community and campus entities, schools and special programs; assists in the determination and delivery of appropriate media for defined target market.
- *7. Monitors final decisions regarding participant selection and establishes/monitors participant and project activity tracking systems.
- *8. Researches and compiles data for reports, collects information and reports on various TRIO SSS grant project/program activities/initiatives.
- *9. Establishes, facilitates, coordinates, implements, directs and monitors long and short-term TRIO SSS grant goals and objectives. Ensures they are closely tied to the over-all vision of the TRIO SSS grants; 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 TRIO and other programs serving non-traditional students.
- *11. Supervisory duties include providing training, 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. Researches and prepares fiscal and program evaluations and performance reports for campus leadership and the U.S. Department of Education
- *14. Maintains a caseload to provide career, academic and transfer advising to individual and/or group of students.
15. 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.
16. Serves on a variety of District committees as requested.
17. 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 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 may be required.

DESIRED QUALIFICATIONS:

- Bachelor's Degree in special education, counseling, occupational therapy, social or behavioral science, education or a related field.
- Progressive responsibility and experience leading and managing, designing and implementing SSS or similar programs in a postsecondary educational setting.
- Master's Degree.

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; 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 federal and District policies, procedures, rules and regulations; understand and apply departmental policies and procedures; integrate federal and 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.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stand, walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Hearing: Hear in the normal audio range with or without correction. Speech Recognition — The ability to identify and understand the speech of another person.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; operate assigned equipment and to observe and assess the demeanor of others.

CONTACTS:

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

WORKING CONDITIONS:

Work is performed primarily in a standard office setting.

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.