

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM ADMINISTRATOR, GRANTS

L195.100

BASIC FUNCTION: Under the general supervision of an administrator, performs complex administrative staff work requiring the application of a broad knowledge of grant and budget management, project development and implementation, and administrative support to a wide variety of work problems involving educational programs and inter-organizational relations. Performs related work 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 and department functions as assigned. Duties include assisting in the development and coordination of activities, disseminating information to staff and public, maintaining records and databases, scheduling and conducting registration for courses and workshops, monitoring expenditures, enrollments and overall grant program functioning.
- *2. Manages office functions, including generating purchase orders, personal service contracts, time sheets and facility agreements and leases; monitors and maintains computer databases and office filing systems; prepares billing statements, receives and processes payments for special projects.
- *3. Conducts needs assessments, researches and compiles data for reports, collects information and reports on grant project/program activities.
- *4. Coordinates travel and conference arrangements, workshops, meetings, appointments, excursions and/or tours.
- *5. Serves as liaison with service-area and with the college community; provides information and referrals within the context of maintaining cooperative relationships with grant project/program partners.
- *6. Assists in the preparation and administration of, and provides information and referrals within the context of various grant project/program and department budgets as assigned.
- *7. Researches, compiles and retrieves data and provides input for complex statistical and narrative reports from a variety of sources; verifies data to determine compliance with established policies and procedures.
- *8. Maintains, audits and controls a variety of accounts, records, reports and files which include the tracking and reporting of annual grant project/ program allocations and activities.
- *9. Performs financial and managerial accounting and business operations record-keeping functions required by grant rules and regulations.
- *10. Assists in providing periodic grant program evaluations to improve the effectiveness of the structure, policies and operational procedures.
- *11. Assists in developing marketing strategies, i.e., through the development of a newsletter and the development and distribution of flyers, brochures, posters, CD's and other marketing materials.
- *12. Revamps and maintains the content and the on-going maintenance of the grant program website and directory.
- *13. Prepares and edits manuals, handbooks and other publications.
- *14. Schedules, coordinates and/or participates in various workshops and meetings. Secures facilities, materials, speakers and food service as needed.
- *15. Performs administrative and clerical duties as required, including but not limited to typing reports and correspondence, completing forms or surveys, copying and filing documents, answering the telephone, duplicating CD's, disseminating resource materials upon request, etc.
- *16. Attends and participates in staff meetings and committees as appropriate; attends and participates in local, state and national meetings and workshops as appropriate.
17. Serves on a variety of District committees as requested.
18. Performs related work as required.

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

- Associate's Degree or the equivalent; **AND**
- Three (3) years of experience closely related to the duties and responsibilities of this class.

* *Associate's Degree education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college. Work experience must be in an office setting.*

** *High School education equivalency equals an adult education diploma or four (4) years of full-time, paid work experience.*

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Some travel is required.
- Hold and maintain a valid driver's license throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- Proficiency in Microsoft Office
- Four (4) years of experience in a directly related position with two (2) of the four years working with grants.

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; modern office practices, procedures and equipment, including computers and associated peripherals; letter writing techniques, including the elements of correct English usage, spelling, vocabulary, mathematics and modern budgeting and accounting practices and procedures; filing and recordkeeping practices, procedures and systems; rules and regulations of grants within a community college.

Ability to: interpret and apply District policies, rules and procedures; compose correspondence and reports; coordinate and provide leadership to assigned personnel; utilize advanced software applications for word processing, data base management, graphics and draw programs and spreadsheets; research and compile data and information with completeness and accuracy; plan, implement and control multi-faceted projects; analyze clerical or research problems and prepare comprehensive, clear and concise reports; communicate technical information effectively in verbal and written forms to a wide variety of audiences; make sound, educated decisions; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; use discretion and handle students, staff and faculty in a diplomatic manner; work with diverse populations; make required mathematical calculations accurately; establish effective record-keeping systems and maintain records accurately and with confidentiality; utilize keyboarding skills commensurate with the required functions for this position; type with accuracy; remain calm and cooperative in confrontational situations; perform duties in a timely manner, despite interruptions.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No assigned permanent staff to supervise. Provides work direction to student and short-term employees and/or other departmental staff.

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.