

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM COORDINATOR, GRANTS

L195.200

BASIC FUNCTION: Under the general supervision of an administrator, performs complex grant program management requiring the application of a broad knowledge of grant and budget management, project development and implementation. Provides regional services and activities as required by the terms and conditions of the various grants supported. Ensures all grant projects/programs within supported regional areas meet stated objectives, timelines, work quality standards and established policies and procedures. Coordinates the process for conducting needs assessments. 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 as well as departmental functions as required. Duties include, but are not limited to, the development and coordination of various supported grant project/program activities; the dissemination of information to staff and public, the maintenance of records and databases, the scheduling and registration for courses and workshops, the monitoring of expenditures and enrollments, and the overall grant program functioning.
- *2. Manages the day to day activities of the various grants supported; participates in the development of the goals and objectives for the supported grant's projects/programs; implements approved policies, procedures and goals and objectives; provides education, training and resource development for the various grant regions.
- *3. Coordinates the process for conducting needs assessments; conducts needs assessments on industry needs, researches and compiles data for reports, collects information and reports on various grant project/program activities.
- *4. Establishes, facilitates, coordinates, implements, directs and monitors long and short-term project goals for the various grants supported within the regional area to ensure they are closely tied to the over-all vision of the grant project/program; ensures timely completion and adjusts as appropriate.
- *5. Serves as liaison with service-area and with the college community; provides information and referrals within the context of maintaining cooperative relationships with various grant project/program partners.
- *6. Coordinates the preparation and administration of budgets for the various grants supported and/or the department and provides information and referrals that fall within the context of the various grants or the department.
- *7. Provides regional leadership and technical assistance; expands various grant project/program impact in the region; conducts and coordinates outreach activities.
- *8. Assures compliance with District, county, State and Federal laws, rules, regulations and guidelines related to various grants supported and their associated projects/programs.
- *9. Researches, compiles and verifies data to determine compliance with established policies and procedures.
- *10. Creates and maintains a variety of records, reports and files that include the tracking and reporting of annual grant project/program activities.
- *11. Performs financial and managerial accounting functions as required and determined by the rules and regulations for the various grants supported.
- *12. Provides periodic grant program evaluations to improve the effectiveness of the structure, policies and operational procedures.
- *13. Identifies target markets and develops marketing strategies and plans through the development, updating, editing and distribution of newsletters, manuals, handbooks flyers, brochures, posters and other marketing materials.
- *14. Updates and maintains the content on the websites and in the directories for the various grants supported.
- *15. Provides regional educational services and activities to industry, government and schools and colleges. This includes, but is not limited to, scheduling, coordinating, participating and/or facilitating various workshops, conferences and meetings. Secures facilities, materials, speakers and food services as needed.
- *16. Collaborates regionally to develop effective partnerships with employees, regional consortium, community colleges, high schools, liaison with community agencies, local business and industry.
- *17. Performs administrative and clerical functions to include, initiating contracts in conjunction with the assigned supervisor and with the District's Manager for Business Contracts, initiating correspondence and facility agreements, developing and/or completing forms or surveys, generating purchase orders and personal service contracts, preparing billing Statements, receiving and processing payments for special projects, monitoring and maintaining computer databases, copying and filing documents, answering telephones and disseminating resource materials, etc.
18. Coordinates travel and conference arrangements, workshops, meetings, appointments, excursions and/or tours.
19. Attends and participates in required meetings, conferences and trainings as appropriate; attends and participates in local, State and national meetings and workshops which are appropriately related to various grants supported.
20. Serves on a variety of District committees as requested.
21. May perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree; **AND**
- Two (2) years of experience directly related to the duties and responsibilities of this position; **AND**
- Graduation from high school, G.E.D. or the equivalent*.

* 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:**

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

DESIRED QUALIFICATIONS:

- Experience working within an educational institution, preferably working with grants.
- Four (4) years of experience in a related position, with two (2) of the four years working with grants.
- Proficiency in Microsoft Office.
- Master's Degree.

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

Knowledge of: District policies and procedures; modern office practices and procedures including letter writing techniques and the elements of correct English usage, spelling, vocabulary, excellent mathematical skills, filing practices and systems; modern office equipment including computers, peripherals, communications devices and digital hardware; laws and ordinances pertaining to the position functions; 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; independently perform a variety of administrative duties; comply with stringent confidentiality requirement; read and write English at a level appropriate for this position; independently compose correspondence and reports utilizing advanced software and formatting techniques; acquire and maintain technical knowledge of modern office procedures, equipment and computer programs; coordinate and provide leadership to clerical staff; effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets; implement and apply effective managerial accounting techniques; develop and maintain effective record-keeping systems; analyze data, research problems and prepare clear and concise reports and recommendations; effectively utilize desktop publishing programs; research and compile data and information with completeness and accuracy; plan, implement and control multi-faceted projects; analyze and research problems; communicate technical information 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 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; make decisions; 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 student and short-term employees and/or other departmental staff 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.