

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROJECT MANAGER

L162.200

BASIC FUNCTION: Dependent upon the nature of the specific project or projects and at the discretion of the assigned administrator, the Project Manager will carry out the aspirations of the specific project to which assigned. These areas include, but are not limited to statewide technology programs in the following areas; distance education, online student services, online assessment and technology and data infrastructure for the California Community College (CCC) system. Identifies project needs and manages operational enhancement; manages budget; develops and estimates required resources; sets project development priorities and schedules; anticipates project success through the effective delivery of high quality processes that address continuous improvement.

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. Provides coordination, management and overall leadership for the project(s).
- *2. Establishes, facilitates, coordinates, implements, directs and monitors project's long and short term goals to ensure they are closely tied to the over-all vision of the project and completed on time and adjusted as appropriate.
- *3. Develops project(s) plans, policies and implementation methodology.
- *4. Assesses resources and time constraints in proposition delivery for project(s).
- *5. Develops and maintains project(s) budget, financial structure and accounting system.
- *6. Develops project(s) marketing and promotion plans by working with existing and prospective clients.
- *7. Prepares and distributes fiscal and program reports and documentation which describe activities related to the project.
- *8. Works closely with various Butte College departments to ensure appropriate systems support and to gather data based on the project(s)'s goals to prepare for each project mid and end-of-year analysis and makes recommendations for the proceeding and projected year.
- *9. Performs a variety of financial and statistical record-keeping utilizing databases and spreadsheets as appropriate; verifies accuracy of financial and numerical data and follows up on issues of inaccuracy and discrepancy.
- *10. Provides periodic project evaluations to improve the effectiveness of the structure, policies and operational procedures.
- *11. Monitors customer satisfaction from independent surveys to strive for continuous improvement.
- *12. Develops and maintains positive relationships with other departments and members of the college community and facilitates the development of relationships with outside entities.
- *13. Assures compliance with District, County, State and Federal laws, rules, regulations and guidelines related to assigned project(s).
14. Performs other administrative duties as required, including the proper and timely completion of required reports.
15. Serves on a variety of District committees as requested.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

● **EDUCATION AND EXPERIENCE:**

- A Bachelor's degree from an accredited college or university in management, marketing, information technology or a related field or the equivalent*; **AND**
- Two (2) years of experience in a directly related position.

* Bachelor's degree education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college.

● **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

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

DESIRED QUALIFICATIONS:

- Four (4) years of experience in a directly related position with two (2) of the four (4) years performing in a leadership role.
- Bachelor's Degree.
- Experience with distance education OR student services OR assessment OR technology and data infrastructure..

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

Knowledge of: District policies, rules, procedures, laws and ordinances pertaining to the specific responsibilities of the position; modern office policies, procedures and technology; supervisory and managerial concepts and principles; policy and procedure development and implementation; project area of focus including labor market conditions and emerging industry trends; training assessment, design and delivery based on measurable outcomes; and project management tools

Ability to: apply District policies, rules and procedures; make sound educated decisions; manage a heavy workload; analyze and research policies and prepare comprehensive, clear and concise reports and recommendations; operate a computer workstation including word processing, spreadsheets and relational database; communicate effectively both orally and in writing; plan and coordinate the most effective use of resources to achieve goals; work independently; establish and maintain cooperative working relationships with those contacted in the course or work; work with diverse populations; make required mathematical calculations quickly and accurately; maintain records accurately and with confidentiality as required; compile organize and use various financial information necessary in the preparation of the departmental budget; and control and monitor budget expenditures and resource development.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide direct supervision to classified, short-term and student employees.

PHYSICAL EFFORT:

Normal office environment. Sitting or standing for moderate periods of time due to travel requirements. May require some light to moderate lifting of (5 to 25 lbs).

CONTACTS:

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

WORKING CONDITIONS:

Normal office environment, moderate travel required.

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.