

**PERALTA COMMUNITY COLLEGE DISTRICT - February, 2012**

**CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**DIRECTOR OF SPECIAL PROJECTS**

**(Management Salary Range 1)**

**Job Code: 752**

**CLASS PURPOSE**

Under the general direction of the College President, coordinate the implementation of the Title III Strengthening Institutions grant and the budget and reporting for the Basic Skills Initiative. The incumbent is responsible for coordinating the activities that support achievement of grant objectives as described in the grant proposal. S/he is responsible for ensuring regulatory compliance and for the management of the project budget. The incumbent works collaboratively with administrators and staff in the business office and grants office to support effective project management.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plan, organize and coordinate implementation of the activities, services and operations of the Title III Strengthening Institutions grant project, including oversight of resources, contractors, and outside evaluators
- Manage the budget and reporting for the Basic Skills Initiative in collaboration with the Basic Skills Task Force
- Chair the Title III steering committee, coordinate meetings, set agendas, and maintain meeting records
- Manage program budget in collaboration with college and district accounting staff
- Implement project objectives according to the timeline established in the grant award
- Collaborate regularly with administrators and staff regarding budget, and on other matters as necessary
- Establish and maintain accurate, timely and complete recordkeeping processes, ensuring that all grant reporting requirements and restrictions are observed
- Administer data regarding participants and program outcomes
- Prepare and submit monthly reports to the college community on program activities and accomplishments
- Communicate an informed understanding of the objectives and outcomes of the program to grant staff, administrators, other college personnel, and the grant program officer
- Create and/or archive project documentation

**Job Description:** Director of Special Projects

- Attend meetings required by funding sources, which may require out-of-state travel
- Attend conferences relevant to the program and keep current with trends and developments in the fields of learning outcomes, assessment, and basic skills education
- In conjunction with the business office, coordinate and compile data and prepare grant reports
- Work with an outside evaluator to implement the evaluation plan, data collection instruments, and participate in evaluation activities
- Maintain relationships with business, labor, industry, governmental agencies, and community organizations
- Collaborate with Public Information to develop public relations materials and media information for distribution
- Performs other duties as assigned by the President.

**MINIMUM QUALIFICATIONS**

1. A Bachelor's degree from an accredited college or university.
2. Three (3) or more years of experience in grants and budget management.
3. Strong communications skills (written and verbal) and the ability to present complex academic information to diverse audiences.
4. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software) including the Internet
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Possession of a Master's degree from an accredited college or university.
- Experience in coordinating and implementing programs in an educational setting
- Experience in project and budget management
- Experience with grant management and reporting preferred
- Excellent oral, written and interpersonal skills; excellent organizational skills
- Ability to work in a collegial setting with staff at all levels

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**Job Description:** Director of Special Projects

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13