

College of the Redwoods

Position Description

Position: Career Education Grants Program Manager	Position Number:
Department: Career Education	FSLA: Exempt
Reports to: Dean, Career Education	Salary Grade: 123

Summary

Under the direction of the Dean of Career Education, the Career Education Grants Program Manager is responsible for the successful fiscal, operational, and compliance administration of grant funds allocated to Career Education programs. Serves as the primary liaison between the grant programs and the fiscal agents of those programs, as well as with external schools and agencies. Works with the CE Dean and program faculty to identify external funding opportunities to support CE projects and strategic goals, coordinates pre-proposal contact with funding sources, and develops proposals in conjunction with appropriate administrators, managers, staff and faculty. Supervises support staff assigned to assist with project implementation and tracking.

Essential Duties and Responsibilities

- Manage all administrative, budgetary, contracting, compliance, and reporting aspects of grants associated with the Career Education Division (including, but not limited to, Strong Workforce funding, Career and Technical Education Act grants, the California Mentor Project, the California Conservation Corps, the Blue Lake Rancheria/Department of Education consortium, and the Cal Trans Endowment).
- Track, monitor, and report on grant funds in a manner consistent with college policies, the objectives and standards of the California Community Colleges Chancellors Office, the U.S. Department of Education guidelines, federal regulations governing grant programs, and the requirements of any non-governmental grants or bequests.
- Design, implement, and improve processes regarding program requests to utilize grant funding.
- Work collaboratively with faculty and administrators to develop realistic project timelines and facilitate the timely expenditure of grant allocations.
- Work with Institutional Research to ensure data regarding CTE students is obtained and properly submitted for all required district and agency reports.
- Supervise and train assigned support staff to assist with project implementation and tracking.
- Plan, coordinate and present events, conferences and articulation meetings related to grants.
- Work with local planning team to create grant project goals as appropriate.
- Research and write appropriate grant applications in support of Career Education programs.
- Track and monitor grant allocations, providing timely and accurate reports to the CE Dean, Business Office staff, or other appropriate college personnel as requested.
- Meet on a regular basis with other instructional and institutional administrative/management personnel for planning, idea sharing, issue resolution and operational communications related to CE grants.

- Manage and track hours of temporary and student work positions funded through CE grants and communicate directly with the employees and other managers if applicable.
- Maintain and create relationships with industry partners to ensure the direction of program growth is in alignment with industry needs through grant-required advisory committee meetings.
- Maintain an understanding of current concepts, research and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
- Serve as a resource to administration and faculty in the interpretation of state and federal guidelines for spending CE-related grant funds.
- Develop goals within the District's Educational Master Plan and Annual Plan.
- Maintain accurate records, files, databases, and prepare reports.
- Perform other duties as assigned to support the overall objective of the position.

Qualifications

Knowledge and Skills

Knowledge of:

- Laws, regulations, and policies and procedures of the District and those related to the position;
- Tracking and reporting programs utilized by the California Community College Chancellor's Office;
- Common grant programs associated with Career and Technical Education in the California Community Colleges;
- Program management principles and practices, including program planning, development, implementation and evaluation;
- Computer applications related to the work;
- Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment;

Abilities

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations;
- Plan, organize and provide programmatic oversight in the assigned areas;
- Represent the College with community groups, local industry representatives, vendors, and other educational partners;
- Prepare reports, correspondence and other written materials;
- Organize work, setting priorities and meeting critical deadlines;
- Exercise sound judgment within policy and procedural guidelines;
- Maintain accurate records and files;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Communicate effectively both orally and in writing;
- Demonstrate initiative, creativity, team work, conflict resolution/decision making skills;
- Organize, retrieve, manage and present large amounts of data about grant supported programs and projects;
- Effectively multi-task and coordinate multiple activities simultaneously;

- Exhibit the ability to analyze data and utilize strong problem solving skills;
- Demonstrate sensitivity to the needs and concerns of a diverse college population;
- Work well under pressure; learn quickly;
- Work ethically with confidential information;
- Utilize a variety of computer software, including college data systems, external reporting data systems, and internet.

Physical Abilities

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand- arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

Education and Experience

Bachelor's Degree plus 2 years work experience in budget management and development. Experience working with grant-funded programs, CTE programs, or grants management preferable.

Licenses and Certificates

Requires a valid driver's license.