RIO HONDO COMMUNITY COLLEGE DISTRICT
PROJECT MANAGER (Academic)

DEFINITION

Under the direction of the Assigned Administrator, coordinate the development of classes and programs including determination of needs and interest, planning, implementation, and evaluation; communicate with community individuals, groups and District staff regarding grant related classes and programs. The Project Manager is responsible for grant(s) equal to or less than $500,000 per year.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, develop, schedule, monitor, and evaluate assigned grant programs and services. 

Plan, develop, and submit program plans and reports on a timely basis.

Establish funding priorities and manage grant(s) cycle.

Perform duties as Project Manager for assigned program(s); develop, coordinate, implement, and organize the program’s activities.

Communicate and coordinate activities with other District departments, personnel, other community colleges, various governmental and community agencies, advisory committees, and the public.

Develop accurate, comprehensive and up-to-date program evaluation materials.

Coordinate recruitment activities; prepare and provide informational materials to the public; contact special interest groups/population concerning grant related activities.

Research and compile information and prepare various reports as needed.

Train and provide work direction of assigned staff; participate in selection process and evaluation of work as required.

Provides on-going monitoring of the grant requirements to ensure that all funds are being spent properly and ensuring that targets are met.

Establish and maintain liaison with community representatives, organizations and public agencies to encourage participation, stimulate interest and coordinate campus.

Prepare and edit course descriptions for content and accuracy for flyers, brochures, pamphlets and course schedules.
Participate with a variety of advisory committees; attend a variety on and off campus meetings; attend professional meetings, conferences and workshops as approved.

Coordinate partnerships with employers, community colleges and various local and state entities.

Effectively represent the District to clients in accomplishing the goals and objectives of the grant.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of**

- District organization, operations, policies and procedures.
- Methods and procedures of scheduling and planning courses and programs.
- Legislative processes related to grant funding.
- Available resources for grant related activities.
- Basic research methods.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record-keeping techniques.
- Federal, state and local laws, codes and regulations as it relates to grants.

**Ability to**

- Understand, interpret and apply administrative and District policies and procedures as well as pertinent laws, regulations and ordinances.
- Plan, develop, schedule and implement classes and programs.
- Monitor and evaluate classes, programs and personnel.
- Research, compile and analyze information.
- Make presentations (oral, power point, video or web based) to various groups.
- Plan and prepare course schedules.
- Analyze situation accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedule and time lines.
- Plan and organize work schedule and budget effectively.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with staff and community members.
- Train and provide work direction to others.
- Develop and coordinate conferences.
WORKING CONDITIONS

District office environment and domestic travel may be required. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

MINIMUM QUALIFICATIONS

Education and Experience

- A Master’s degree from an accredited college or university and two years of increasingly responsible experience in program management, preferable in a higher education setting. Experience developing solicitation strategies for grant funding, as well as writing and managing independent grant proposals.

- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 32

Effective Date


The Americans with Disabilities Act (ADA) requires us to identify the essential (E) of the job duties/functions of the position. We have indicated those duties with an E on the job description.