

**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. E

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

Establish funding priorities and manage grant(s) cycle. E

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

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

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

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

Research and compile information and prepare various reports as needed. E

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

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

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

Prepare and edit course descriptions for content and accuracy for flyers, brochures, pamphlets and course schedules. E

Participate with a variety of advisory committees; attend a variety on and off campus meetings; attend professional meetings, conferences and workshops as approved. E

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

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

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**

August 15, 2013, September 11, 2013, March 9, 2016

*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.*