

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: PROJECT DIRECTOR**  
**(Title V, Puertas al Futuro Grant)**

### **SUMMARY DESCRIPTION**

Under the direction and leadership of the Superintendent/President or designee, serve as project leader for the Title V Puertas al Futuro Grant; assume responsibility for the day-to-day management and administration of the programmatic functions of the grant as well as fiscal management of the grant; and coordinate and supervise the work and activities of all personnel involved in grant activities in order to satisfy the goals and objectives of the Title V, Puertas al Futuro Grant.

The Project Director will plan, organize, and manage the objectives of the five year Title V Puertas al Futuro Grant to: 1) increase student success and completion rates in basic skills and developmental level courses including English/writing, ESL, reading, and mathematics; and 2) increase student completion rates through First Year Experience program and increased outreach to Latino males resulting in higher retention and success rates.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Direct and oversee the operation of all grant components; assume overall responsibility for the management, compliance, reporting, budgeting, and monitoring for timelines and quality of outcomes of the Title V, Puertas al Futuro Grant. ***E***
2. Communicate goals and objectives of project to the college community. ***E***
3. Serve as resource staff to the Puertas al Futuro Steering Committee. ***E***
4. In coordination with Activity Component Leads, assume responsibility for the timely completion and evaluation of all activities and project objectives detailed in the Implementation Plan; supervise the day-to-day functions of project staff; assist Activity Component Leads with activity oversight. ***E***
5. Gather monthly progress reports on activity components; prepare and issue quarterly reports summarizing progress; provide regular briefing to the Superintendent/President, project management team, faculty, and staff. ***E***
6. Coordinate overall evaluation of project with an external evaluator and District staff. ***E***
7. Coordinate preparation of all Department of Education required reports including interim reports, Annual Performance Report, and Final Report; maintain necessary records. ***E***
8. Coordinate various logistics for the project with project staff; coordinate meetings, travel, and consultants. ***E***
9. Obligate and spend in a timely manner project funds in accordance with terms of grant award. ***E***
10. Assist in proper inventory and identification of any equipment acquired through the Puertas al Futuro grant. ***E***

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11. Develop and maintain a Policy and Procedures Manual that embodies the requirements of the program status, regulations, and policy statements. *E*
12. Maintain monthly time and effort records on all personnel who work on the project. *E*
13. Ensure consultants and contracts are within institutional and federal requirements. *E*
14. Work with key college constituencies to plan and budget for post-grant continuation of successful strategies implemented during the grant. *E*
15. Attend in-service, orientation, training, and other meetings; communicate with Title V program office; attend Project Director's conference. *E*
16. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Organizational, operational, and structural functions of postsecondary institutions.  
Goals and objectives of the Puertas al Futuro grant.  
Leadership and management principles and practices.  
Basic principles and practices utilized in program/project development, administration, and review.  
Principles and practices used in the management of grant programs.  
Methods and techniques used to communicate and coordinate program activities.  
Processes, procedures, and practices of budget preparation and administration.  
Issues related to teaching and learning and/or student services within a community college setting.  
Pertinent Federal, State, and local rules, regulations, and guidelines.  
District policies and procedures.  
Principles of supervision, training, and performance evaluation.  
Interpersonal skills using tact, patience, and courtesy.  
Methods and techniques of research, analysis, and decision making.  
Principles and procedures used in complex, inter-related record keeping.  
Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Oral and written communication skills.

**Ability to:**

Understand the organization and operation of the Puertas al Futuro Grant project/program area as necessary to assume assigned responsibilities.  
Coordinate the implementation of research-based strategies including best practices that focus on counseling support, peer mentoring, learning communities, and new instructional strategies  
Utilize performance indicators for measurement of individual and project success as well as overall impact on the institution.  
Demonstrate sensitivity to and understanding of diverse multi-cultural environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.  
Manage the day-to-day programmatic operations of the Puertas al Futuro Grant.  
Oversee the fiscal management of the Puertas al Futuro Grant including budgeting and reporting.  
Participate in the development, administration, and implementation of program goals, objectives, and procedures.

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Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Plan, organize, direct, and coordinate the work of assigned staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, compile, assemble, analyze, and interpret data from diverse sources.  
Prepare a variety of clear and concise administrative and financial reports.  
Understand, interpret, apply, and explain applicable federal, state, and District policies, laws, rules, regulations, and procedures.  
Conduct meetings and serve on committees.  
Work successfully with District faculty, administrators, and staff.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Work independently with little direction.  
Plan and organize work; meet schedules and timelines.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Desirable experience includes: grant-funded project management experience at the federal and/or state level; experience managing large and complex projects and/or federal contracts (including budgets and reporting) in a higher education setting; Title III or Title V experience.

**LICENSE OR CERTIFICATE**

Valid California driver's license and a safe driving record. Must qualify for insurability by the District's insurance carrier.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; some travel to offsite locations periodically; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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*Forsberg Consulting Services*