

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general direction of the Dean of Applied Technology Transportation and Culinary Arts Division, provides college-wide leadership in strengthening community partnerships and coordination of career education and workforce preparation efforts including the development and delivery of grants, programs, and services to students; manages the Strong Workforce Program (SWP) initiatives; acts as a liaison to the community and other organizations involved with career education, workforce development and related programs. This position is categorically funded and contingent on funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Builds and maintains active partnerships with the community, employers, business and industry groups, educational partners, chambers of commerce, professional organizations and other groups.
2. Provides overall administration of both the Local and Regional Shares Strong Workforce Program (SWP) and other categorically-funded projects related to career education and workforce development.
3. Develops, monitors, and manages detailed budgets, maintains and reconciles accounts, reviews purchase requisitions, submits budget changes, tracks and monitors state, federal and district grant-funded accounts to ensure regulatory and District compliance.
4. Evaluates and manages budget transactions for compliance with the terms and conditions of the grants and, in consultation with the Division Dean or his designee, seeks approvals for the necessary modifications to the work plan and grant objectives as deemed necessary.
5. Develops, prepares and submits monthly, quarterly, annual and final reports including the required supporting documentation.
6. Plans, coordinates, schedules and manages workshops, seminars, conferences meetings and other grant-related activities.
7. Serves as the program liaison for the Strong Workforce Program and other assigned grant-funded projects.
8. Represents the College to the district, community, county, regional and state organizations and makes presentations, as necessary, to promote related programs and projects.
9. Provides technical assistance to faculty, students, industry partners, employers, school districts, the community and others regarding career education and workforce preparations' strategies and resources.
10. Attends all the required meetings and conferences locally, regionally and/or nationally; Presents reports and findings of the project as necessary.
11. Develops and implements systems for data collection, external evaluation, participant tracking and reporting for all grant projects and initiatives.
12. Provides leadership to marketing, recruitment, and outreach activities including open houses, special events, direct mail and printed pieces, social media, and cooperative/regional marketing efforts.



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13. Coordinates all marketing and outreach efforts of all career education related courses and programs offered at the College to the community, high schools, Regional Occupational Centers (ROPs), adult education, industries, employers and other stakeholders.
14. Represents the College to district, community, county, employer, regional, and state organizations.
15. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position through professional development activities and other means.
16. May supervise and coordinate the activities of other staff members, outside contractors, and/or agencies associated with the activities of the Strong Workforce Program and grant-related projects.
17. Performs other related duties as assigned to carry out the goals and objectives of the Division, the Strong Workforce Program and other grants.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Secondary and post-secondary school systems and related governance.
- Applicable federal, state, regional, county, and local regulations.
- Vocational education programs.
- Various software programs, and commonly used office equipment.
- Management skills in budget formation and administration.
- Familiarity with offering career education and workforce training programs in a public college environment.

Ability to:

- Build and maintain intra and interagency relationships which are essential to build the collaboration that serves all learners across institutions.
- Plan, organize, and implement major events relative to specific college programs.
- Accurately maintain statistical information for reporting purposes.
- Interpret Write clearly, persuasively, and concisely.
- Deal effectively with employees and members of the public.
- Effectively use a personal computer and a variety of job-related software applications.
- Read, interpret, apply, and explain laws, guidelines, and regulations.
- Communicate effectively, in English, with a diverse population both orally and in writing.

Education and Experience Guidelines:

Education/Training:

A Bachelor's degree from an accredited college in a related field.

Experience:

Three years of full-time work experience in career education, economic and workforce development, and/or project management.

Additional work experience may be substituted for up to two (2) years of education on a two for one basis.

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



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Substitutions:

Completion of sixty (60) units from an accredited college in a related field and seven (7) years of full-time work experience in career education, economic and workforce development, and/or project management OR A Master's degree from an accredited college in a related field and one (1) year of full-time work experience in career education, economic and workforce development, and/or project management.

Certificate, License or Registration:

Possession of or ability to obtaining a valid California Driver's License and proof of good driving record

Desirable Qualifications:

- Familiarity with fiscal and budgetary management.
- Experience in grant management.

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. Travel within the region and both in and outside of the state may be required. Evening and weekend work may be required.

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.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.