

**JANUARY 2020**  
**FLSA: EXEMPT**  
**SALARY GRADE: Q**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**PROGRAM MANAGER, TITLE V GRANT**

**BASIC FUNCTION:** Under the supervision of the area administrator, coordinates and leads the successful implementation of Title V grant activities; works with faculty to build new programs and may assist with the development of curricula and articulation agreements; oversees the work of project staff; and coordinates with academic and non-instructional departments to implement project objectives.

**SUPERVISORY RESPONSIBILITIES:** Assigned District personnel.

**REPRESENTATIVE DUTIES:**

1. Oversees the implementation of Title V grant activities.
2. Coordinates with faculty and staff to build new programs as outlined in grant objectives.
3. Coordinates the articulation agreement process with partnering institutions.
4. Assists with the coordination of staff meetings, planning meetings and retreats, trainings, workshops, and curriculum development activities.
5. Oversees supplemental instruction activities related to grant objectives.
6. Serves as a liaison with regional efforts and advisory groups.
7. Assists managers and/or administrators with the development and monitoring of project budgets, and oversees the acquisition process of equipment, software, and hardware.
8. Assists with record keeping requirements that ensure compliance with all federal regulations.
9. Designs, develops, and disseminates publications to promote the goals and objectives of the grant.
10. Makes presentations to faculty, staff, and administrators to inform them about project activities.
11. Participates in the implementation of internal and external grant evaluations and assists with formulating the annual performance report.
12. Participates in applicable and other committees as requested.
13. Provides supervision and direction to assigned District staff; assigns, directs and evaluates the performance of all direct reports; establishes goals and objectives for assigned areas of responsibility in alignment with strategic plans and administrative program review.
14. Performs other related responsibilities as may be assigned by supervising manager.

**EDUCATION AND EXPERIENCE:** A bachelor's degree from an accredited institution in education, counseling, psychology, social work, or a related field and two years of closely related experience developing and implementing programs and services focused on student access, retention and success, including experience in a lead or supervisory capacity.

A master's degree in a related field is preferred. Experience with grant-funded federal and/or state programs are also preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:**

1. The curriculum development process;

July 2011

2. Department of Education General Administrative Regulations (EDGAR), Office of Management Budget (OMB) A-21 Circulars for institutions of higher education, staff and organizational development models;
3. Budget development and reporting procedures for grant-funded programs;

**ABILITY TO:**

1. Collaborate with various stakeholders and develop programs to meet organizational objectives;
2. Communicate effectively, both orally and in writing, and develop and make presentations for a variety of audiences;
3. Collaborate in the development and implementation of new certificates, degrees and articulation agreements;
4. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.

**CONTACTS:** Co-workers, supervisor, administrators, faculty, staff, students and public.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.