

OCTOBER 2016  
FLSA: EXEMPT  
SALARY: P

CBA DESIGNATION: CLASSIFIED MANAGEMENT

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**ASSISTANT DIRECTOR, CTE PROJECTS**

**BASIC FUNCTION:** Under the supervision of the area director, coordinates and provides leadership for the successful day-to-day fiscal operation and oversight of various district, college, and regional grants and categorical funds that support career and technical education.

**SUPERVISORY RESPONSIBILITIES:** Department classified staff, short-term workers, and student employees.

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. Ensures accomplishment of CTE Projects Office objectives and the objectives of the various Federal and State grants and categorical programs assigned.
2. Oversees the fiscal management of various CTE grants and categorical funds.
3. Assumes responsibility for project budget, approving expenditures, ensuring appropriate use of funds according to Federal and State guidelines.
4. Oversees project reporting, including fiscal, activity, and technical reports for RCCD and the Inland Empire/Desert Regional Consortium.
5. Remains current regarding District policies and grant terms and conditions to ensure project compliance.
6. Develops policies, procedures, record keeping requirements that ensure compliance with all grant guidelines, and Federal and State regulations, and RCCD policies and procedures.
7. Provides leadership and maintains effective communication to ensure grant projects are implemented in congruence with institutional and regional goals.
8. Keeps college administration and regional consortium leadership apprised (monthly or weekly as necessary) of project progress, successes, and concerns.
9. Makes presentations to faculty, staff and administrators to inform them about the resources and requirements of a variety of CTE grants and categorical programs.
10. Provides technical assistance to management, faculty, staff, and regional partners on grants and categorical programs assigned.
11. Trains, supervises, and reviews work of designated department personnel and oversees daily activities of staff.
12. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* A bachelor's degree from an accredited institution in a business related field and at least three years of experience working with federal or state grants in a fiscal capacity are required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:**

- Generally accepted accounting principles;
- California Community College's Budget and Accounting Manual;
- Considerable knowledge of accounting and fiscal reporting methods used in government agencies (community college preferred);
- Department of Education General Administrative Regulations (EDGAR);
- Office of Management Budget (OMB) A-21 Circulars.

**ABILITY TO:**

- Manage complex projects;
- Perform day-to-day fiscal activities at all levels;
- Create and maintain project budgets form overall financial plans;
- Demonstrate leadership, interpersonal, written and oral communication, problem solving, organizational, and presentation skills;
- Develop and maintain cooperative relations with local and regional employers, agencies, and governmental entities;
- Supervise, train, and evaluate staff.

**CONTACTS:** Outside agencies, community college and school district personnel, state chancellor's office, grant partners, administrators, faculty, and staff.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER:** Must have 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.