

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**ASSISTANT DIRECTOR, CAREER & TECHNICAL EDUCATION PROJECTS**

**BASIC FUNCTION**

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 (CTE).

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned manager or administrator. Supervises and manages the work of department staff, short-term workers, and student employees.

**CLASS CHARACTERISTICS**

This classification is responsible for overseeing the day-to-day fiscal management of grants and categorical funds for CTE projects at the District and/or colleges. Employees in this classification review, direct, and supervise the work of staff engaged in fiscal record keeping of CTE projects, ensuring adherence to recordkeeping guidelines, reporting, and accounting. Employees at this level exercise independent judgment and initiative in their assigned tasks, and work with staff and management to resolve new or unusual situations as they arise, and are fully aware of the operating procedures and policies of the department.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

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, expenditure approvals, and appropriate use of funds according to Federal and State guidelines.
4. Oversees project reporting including fiscal, activity, and technical 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, and record keeping requirements that ensure compliance with all Federal and State guidelines and RCCD policies and procedures.
7. Maintains effective communication with internal staff and external sub-grantees to ensure grant projects are implemented in congruence with institutional and regional goals.
8. Keeps college administration and regional consortium leadership apprised of project progress, success, and concerns.
9. Delivers presentations to faculty, staff, and administrators to inform them of the resources and requirements of CTE grants and categorical programs.
10. Provides technical assistance to management, faculty, staff, and regional partners on grants and categorical programs.
11. Supervises, provides oversight for, and reviews work of designated department 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 staff, faculty, and the public.
14. Performs other related responsibilities as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

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

### **Ability to:**

1. Manage complex projects.
2. Perform day-to-day fiscal activities at all levels.
3. Create and maintain project budgets from overall financial plans.
4. Demonstrate leadership, interpersonal relationship building, written and oral communication, problem solving, organization, and presentation skills.
5. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
6. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
7. Supervise, train, and evaluate staff.

### **Education And Experience:**

A bachelor's degree from an accredited institution in a business-related field and three (3) years of experience working with federal or state grants in a fiscal capacity; or an equivalent combination of education, training, and/or experience.

**LICENSES/CERTIFICATIONS:** None.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

## **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.