

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Career and Technical Education Projects Specialist

BASIC FUNCTION: Under the supervision of the Director, Career and Technical Education (CTE) Projects, assists in administering federal and state funded career and technical education grants and programs to ensure compliance with federal and state requirements; assists in preparing funding applications and reports.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Assists in developing proposals and implementing work plans for career and technical education grants and projects in accordance with the terms and conditions of the grants.
2. Participate as necessary in the monitoring of program activities and expenditures to ensure compliance with federal, state, and local grant management policies, guidelines and procedures, including:
 - Tracking expenditures;
 - Recommending budget revisions and/or plan modifications;
 - Processing requests (requisitions and invoices) for expenditure of grant funds; and
 - Maintaining records of grant expenditures and progress toward grant objectives.
3. Prepares required narrative and expenditure reports for submittal to granting agencies within specified timelines.
4. Collaborates with internal departments and other community colleges, secondary schools and Regional Occupational Program (ROP) to conduct grant activities.
5. Initiate and organize meetings, special events, and training workshops for assigned grant projects.
6. Continuously promote Riverside Community College District (RCCD) CTE programs and projects to the community through the development and dissemination of outreach materials, in both printed and electronic formats, and presentations.
7. Represents RCCD, Career and Technical Education and assigned projects at local, regional, and statewide committees, meetings and conferences.
8. Maintain the college's secondary/post-secondary articulation program.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in a related field is required.

EXPERIENCE: Two years progressively responsible experience working in public education or administrative clerical position required. Two years of closely related experience working with career and technical education grants is desired.

LICENSES/CERTIFICATIONS: Possess and maintain a valid and clear California Driver's License and provide own transportation for travel to off-site meetings and conferences. Requirement of California Driver's License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to and from meetings.

09-01-09; Title Change 6/1/14 Previously Occ Ed Specialist

KNOWLEDGE OF: Methods, practices, and terminology used in grants and categorical programs; accounting and fiscal reporting methods as used in California government agencies, schools, or colleges; commonly used word processing, electronic spreadsheet, and presentation software; English language and grammar.

ABILITY TO: Exercise judgment and initiative; understand and carry out complex oral and written instructions; work effectively with faculty, administrators, staff, and representatives from outside organizations.

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.

CONTACTS: Co-workers, other departmental staff, faculty, students, other partnering educational institutions' administration and staff, and the community at large.

WORKING CONDITIONS: Normal office environment.

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.