

**PROGRAM/PROJECT SPECIALIST**

**BASIS FUNCTION**

Performs a variety of technical and specialized tasks assisting in the preparation of funding applications and reports; ensures compliance with federal and state requirements; and administers federal and state funded grants and programs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

**CLASS CHARACTERISTICS**

This classification is responsible for independently performing specialized duties in support of the District's grant proposals and awards submittals, implementation, funding, and budgets. Incumbents provide technical assistance in monitoring grants and contracts to ensure compliance with federal and state requirements and serve as a liaison with funding agencies and auditors regarding compliance on funded awards and exceptions of new awards. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Collaborates in the development of budgets, narratives, and application forms in compliance with granting agencies' proposal guidelines; provides technical assistance and prepares grant budget modifications and submission to granting agencies.
2. Participates in the monitoring of program activities and expenditures to ensure compliance with federal, state, and local grant management policies, guidelines, and procedures, providing timely updates, information, and recommendations to the grant manager, as necessary.
3. Provides technical assistance with grants and grant processes; advises and assists clients in monitoring program expenditures and reporting requirements for grant and contract funded projects for the District; maintains records of grant expenditures and progress toward grant objectives.
4. Assists in implementing work plans for grants and projects in accordance with the terms and conditions.
5. Initiates and organizes meetings, special events, and training workshops for assigned grant projects.
6. Continuously promotes Riverside Community College District (RCCD) 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 and assigned projects at local, regional, and statewide committees, meetings, and conferences.
8. Prepares required narrative and expenditure reports for submittal to granting agencies within specified timelines.
9. Maintains up-to-date knowledge of granting agencies' online systems for proposal submission and reporting.
10. Develops and maintains accounts for the District and other collaborative partners, as appropriate, in federal and state online registration systems; manages system accounts and access via online granting agencies' systems.

11. Participates in identifying proposal components/timelines and deadlines; coordinates and completes necessary activities for completion by proposal due date; coordinates processes and activities to prepare proposals for timely submission via granting agencies' electronic submission portals and/or traditional hard copy.
12. Completes, uploads, submits, and/or checks status of documents on electronic databases for grant submissions; completes, checks, packages, and sends hardcopy grants to governmental agencies; ensures on-time delivery.
13. Serves as a liaison between granting agencies and the District, public, institutional partners, and contacts during proposal development, submission, award negotiation, and other grant-related matters; acts as a proposal liaison between District administrators and granting agencies' contacts and auditors regarding newly awarded grant projects and audit exceptions.
14. Participates in District-provided in-service training programs.
15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of grant fund accounting, contracts, and/or records management.
2. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
3. Project management techniques.
4. Research practices.
5. Principles and practices of data collection and report preparation.
6. Grant program task and cost monitoring and tracking techniques.
7. Mathematical skills.

### **Ability to:**

1. Provide specialized support in the District's grant sourcing, development, and maintenance programs.
2. Understand, interpret, and apply mandated and District policies, rules, and regulations in assigned program areas.
3. Effectively administer grant program administrative activities.
4. Monitor and track grants for compliance purposes.
5. Perform mathematical computations accurately.
6. Compose concise business correspondence and reports.
7. Handle sensitive and confidential information.
8. Establish and maintain filing, recordkeeping, and tracking systems.
9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
10. Exercise independent judgment within general policy and procedural guidelines.
11. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

A bachelor's degree and two (2) years of experience coordinating and supporting the resourcing, researching, development, budget, and maintenance of grants and/or programs in an educational institution or similar organization; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

**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 may be 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.