

SEPTEMBER 2016
FLSA: EXEMPT
SALARY: GRADE R
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

PROJECT DIRECTOR, ADULT EDUCATION BLOCK GRANT

BASIC FUNCTION: Under the supervision of the area administrator, supervises, coordinates and provides leadership for the successful day-to-day implementation of Adult Education Block Grant (AEBG).

SUPERVISORY RESPONSIBILITIES: Provides supervision and direction to assigned classified staff, short-term employees and student workers.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Oversees all elements of grant project; provides leadership and ensures accomplishment of project objectives.
2. Facilitates, oversees, and coordinates implementation of activities of the grant.
3. Facilitates and oversees implementation of effective and objective external project evaluation.
4. Supervises and evaluates staff involved in AEBG activities.
5. Attends Consortium meetings; meets regularly with Adult Education School principals and others as needed; and keeps college/district administration apprised of grant progress, successes, and concerns.
6. Assumes responsibility for project budget, approving expenditures, ensuring appropriate use of AEBG funds.
7. Oversees project reporting, including fiscal, activity, and technical reports for Riverside Community College District and the AEBG.
8. Maintains effective communication to ensure project's congruence with institutional goals.
9. Remains current regarding AEBG policies, grant terms, and conditions to ensure project compliance throughout the grant's period.
10. Completes and submits budget and activity reports; meets all grant deadlines and submits all required reports to the AEBG Consortium Director by specified due dates.
11. Participates in District-sponsored in-service programs.
12. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: *A 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 AND at least four years' experience in program management focused in education and training. A Master's degree is preferred. Degree(s) in an area commonly taught at a community college are desired. Experience in managing federal grants, especially those from the AEBG, is also preferred.*

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

- Career and technical education, apprenticeship, basic skills and employment trends within the community colleges;
- Trends in Adult Education and other AEBG high impact practices;
- Outreach efforts to adult education students;
- The community college mission;
- Effective allocation of resources;
- Commonly used word processing and electronic spreadsheet software.

ABILITY TO:

- Represent the AEBG to business, industry, college constituencies and the community;
- Exercise judgment and initiative;
- Work effectively with college/district faculty, administrators, staff, students and adult education administrators, maintaining a friendly, supportive atmosphere;
- Maintain an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position, through continued study and participation in AEBG Consortium, AEBG webinars and related conferences.

SKILLS:

- Effective project management and time management;
- Strong initiative, innovative thinking and adaptability;
- Team building, leadership and organizational.

CONTACTS: Individuals with the AEBG Consortium, specifically the AEBG Consortium Director, the adult education school principals and faculty, college faculty, district and college administrators and staff, business and industry partners, government agencies, and the community at large.

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.