

ASSISTANT DIRECTOR, GRANT DEVELOPMENT AND ADMINISTRATION

DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing administrative direction and oversight of major functions and activities of the Grant Development and Administration Department, including researching, analyzing, identifying, securing, and maintaining grant and other categorical funding to support College programs and services; develops project proposals in alignment with College priorities; assists in monitoring projects to ensure conformity with funding agency regulations and requirements; assists in coordinating assigned activities with other College departments, divisions, officials, and outside agencies; provides highly responsible and complex professional assistance in areas of expertise. The incumbent may act as the department director in their absence.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification that provides professional-level support to the Director and participates in all activities of the Grant Development and Administration department, including planning, development, and administration of departmental policies, procedures, and services. This class performs diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires an extensive professional background, knowledge of grant development and administration principles, and skill in coordinating departmental work with other College departments and divisions. Responsibilities include performing and directing many of the department's day-to-day administrative functions.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assists in the management of Grant Development and Administration Department functions, services, and activities, including researching, analyzing, identifying, securing, and maintaining grant and other categorical funding from various sources.
2. Manages and participates in the development and implementation of goals, objectives, policies, procedures, work standards, and priorities for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
3. Assists in managing, developing, and administering the department's annual budget; assists in directing the forecast of additional funds needed for staffing, equipment, supplies, and contracted services; assists in monitoring and approving expenditures; implements adjustments as necessary.

4. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
5. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
6. Participates in the research, analysis, and identification of appropriate funding opportunities to support College programs and services.
7. Establishes and maintains contacts with funding agency personnel and potential grant partners; provides timely advice on funding opportunities, requirements, and procedures.
8. Coordinates with other College departments, divisions, and officials to identify and prioritize project needs and priorities, align project concepts with funding agency requirements, develop measurable outcomes, prepare budget plans, and coordinate grant preparation assignments for comprehensive campus-wide grants and special projects.
9. Develops grant applications that meet funding agency requirements and priorities, including writing grant narratives, developing line-item budget requests and narrative justifications, and completing all required forms and documents; submits grant applications in accordance with varied funding agency requirements.
10. Maintains official grant files for audit purposes as required by various funding agency guidelines and state and federal regulations; assists Fiscal Services with audit activities related to grants.
11. Participates in negotiating the terms of grants and contracts with funding agencies; provides assistance in resolving issues and conflicts, such as allowable activities and expenditures.
12. Assists in the development and submission of grant/contract modifications, such as changing scopes of work, modifying budgets, and requesting extensions; completes required performance reports to funding agencies; collaborates with Fiscal Services to ensure timely expenditure reporting.
13. Provides orientation and ongoing technical assistance to grant project directors and personnel on grant implementation, project management, grant closeout, and other funding agency and institutional compliance policies and procedures.
14. Initiates and monitors sub-recipient agreements; tracks sub-recipient performance, expenditures, and compliance; negotiates modifications to sub-recipient agreements; ensures the efficient closeout of sub-recipient agreements.
15. Serves as a liaison between outside funding agencies, sub-recipients, other educational institutions, and community groups on matters relating to grants and sponsored programs.
16. Reviews revenues and expenditures and project status for various local, state, federal, and private grants to ensure proper and compliant expenditure of grant funds.

17. Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes as required.
18. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
19. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
20. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
21. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
22. Implements, enforces, supports, and abides by federal, state, local policies, Board Policies and Administrative Procedures.
23. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
24. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying state, federal, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and efficient and compliant grant administration.
6. Principles and practices of budget development and administration and sound financial management policies and procedures.
7. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
8. Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
9. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Assist in developing and implementing goals, objectives, and practices for providing effective and efficient services.
5. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
6. Prepare, manage, and monitor large and complex grant budgets in compliance with internal procedures, state and federal regulations, and funding agency requirements.
7. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
10. Establish and maintain a variety of filing, record keeping, and tracking systems.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Communicate effectively through various modalities.
13. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a bachelor's degree from a regionally or nationally accredited four-year college or university with major coursework in English, writing, education, educational leadership, business or public administration, or a related field; and
2. Three (3) years of management experience, including supervisory experience, in developing, implementing, and managing comprehensive grants programs, and complex writing.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students; OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.