

COURSE IDENTIFICATION (C-ID) GRANT OPERATIONS DIRECTOR

DEFINITION

Under general direction of the Vice President of Instruction and Executive Dean of Instruction, plans, organizes, oversees, coordinates, reviews, and personally performs difficult and complex professional work related to the activities of the Course Identification Numbering System (C-ID) Grant. The C-ID Operations Director with direction from California Community Colleges Chancellor's Office (CCCCO), will work with the Academic Senate for California Community Colleges (ASCCC) and California Community Colleges (CCC) Technology Center to develop and implement an operational program.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Instruction and Executive Dean, Instruction. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the C-ID Grant. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Vice President and Executive Dean of Instruction in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the C-ID Grant.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the grant; recommends within departmental policy, appropriate service and resources; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the grant budget.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Vice President, and Executive Dean, Instruction.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Vice President, and Executive Dean, Instruction.
- Obtains information regarding grants, programs, and funding opportunities and disseminates this information to faculty, staff, and managers through committee meetings, one-on-one meetings, presentations to faculty groups and departments.
- Establishes and maintains contacts with funding agency personnel and potential grant partners.
- Facilitates planning meetings to identify and prioritize project needs, link project concepts with funding agency requirements, develop measurable outcomes, sketch budget plans, and coordinate grant preparation assignments.
- Develops grant documents, implements grant activities, and works with appropriate departments on campus to close out the grant.
- Develops grant proposals that meet funding agency requirements and priorities, including writing the grant narrative and completing all required forms and documents.
- Develops line-item budget requests and narrative justifications.

- Submits grant applications in accordance with grant requirements.
- Prepares grant agenda items for Board of Trustees such as acceptance of funds and approval of activities.
- Maintains official grant files for audit purposes.
- Negotiates the terms of grants/contracts; provides assistance in resolving issues and conflicts such as clarifying allowable activities and expenditures, changing project personnel, etc.
- Develops and submits grant/contract modifications such as changing scope of work, requesting no-cost extensions, etc.
- Provides technical assistance and guidance to faculty, staff, and managers on the implementation, management, and closeout processes, including participation in advisory committee meetings and/or one-on-one consultations.
- Prepares and processes subcontracts for partners participating in the grant.
- Serves as the District liaison between the Chancellor's Office, Statewide Academic Senate, subcontractors, other educational institutions, and community groups.
- Coordinates Advisory meetings and collaborates with the Chancellor's office and Statewide Academic Senate in the development of the strategic plan for the C-ID Grant.
- Reviews and approves revenues and expenditures and project status to ensure proper and compliant expenditures of grant funds.
- Completes and files all required reports to the funding agency.
- Prepares annual report on grants and develops department's annual Planning for Institutional Effectiveness report.
- Supervises and evaluates the performance of assigned personnel.
- Provides highly complex staff assistance to the Vice President, Instruction; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of public agency grant funding.
- Principles and practices of efficient and compliant grant administration.

- Principles and practices of demonstrated management experience in coordinating activities by determining the time, place, and sequence of actions to be taken related to the writing and managing of major projects and grants.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices applicable to California higher-education laws and regulations, and ability to analyze higher-education policy issues and form solid recommendations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.
- Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, direct, manage, and oversee a comprehensive public agency grants program.
- Direct and participate in the preparation, development, and submittal of project and grant proposals.
- Establish and maintain contacts and partnerships with potential and existing funding sources and subcontractors.
- Manage and monitor complex grants and contracts with funding agencies, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Demonstrate the ability to take risks and act as a catalyst for change.
- Generate a number of different approaches to problems, and develop a vision or image of how a system/process should operate under ideal circumstances.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Create a supportive work environment where new ideas are solicited, evaluated, and implemented.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Independently research questions and make appropriate contacts for problem solving.
- Set priorities that accurately reflect the relative importance of job responsibilities.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, CCCCCO, ASCCC, CCC Technology Center and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Oversee technology supported programs, monitoring technology performance, and managing and directing technology issue resolutions and change management.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any 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:

Equivalent to a Bachelor's Degree from a regionally accredited four-year college or university with major coursework in English, writing, education, educational leadership, business or public administration, or a related field and five (5) years of experience in developing, implementing and managing curriculum. A Master's degree in one of the above-referenced fields is highly desirable. Five (5) years experience in managing programs in a higher-education environment is preferred.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions 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 weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

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