

DIRECTOR, TITLE V GRANT

DEFINITION

Under the direction of the Vice President, Instruction, the Director, Title V Grant will plan, organize, control, and direct activities involved in the Title V Grant (Building Pathways of Persistence and Completion); implement, coordinate, and direct projects, personnel, resources and communications to meet College needs; supervise and evaluate the performance of assigned personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Provide overall leadership to and direct all aspects of the Title V project.
- Effectively manage Title V personnel to achieve objectives.
- Express an informed understanding of Title V objectives to all college constituencies.
- Coordinate activities in a manner that will facilitate maximum effectiveness and utilization of program resources.
- Authorize all expenditures, maintain control over budget, assume responsibility for appropriate utilization of funds, and establish a procedure for timely process and approval of expenditures.
- Facilitate the development and implementation of an effective evaluation and assessment process for the project.
- Remain thoroughly informed regarding Title V and Department of Education policies and grant terms/conditions.
- Ensure adherence to all applicable district, state, and federal requirements; oversee preparation and submission of required fiscal and annual reports to the college and to Department of Education.
- Supervise collation and analysis of data to evaluate progress on achievement of Title V goals and objectives and work with administrators and faculty to institutionalize new practices and improvements.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Budgeting academic programs, grant programs, or an administrative unit.
- Demonstrated commitment to implementation of research-based strategies to improve retention and institutional effectiveness.
- Commitment to use of performance indicators for measurement of project success and overall impact on the college.

Skills and Abilities to:

- Demonstrate ability to work collaboratively as part of a team to achieve challenging objectives.
- Demonstrate ability to manage large-scale projects requiring management of multiple responsibilities.
- Strong interpersonal and communication skills.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Master's degree in education, Public Administration, or in a community college discipline; **OR**, a valid California Community College credential authorizing service in the appropriate discipline.
- A minimum of five (5) years administrative experience in higher education, preferably in an institution similar to Mt. SAC, which includes a minimum of two (2) years of experience with direct management of federal grant programs and familiarity with the Title V program. A minimum of two (2) years of experience with instruction, counseling, and/or student services in a higher education setting.

Licenses and Certifications:

- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

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 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. 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 occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.