VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: GRANT DIRECTOR – CALIFORNIA CAREER PATHWAYS TRUST GRANT

BASIC FUNCTION:

Under the general direction of an administrator, the Grant Director – California Career Pathways Trust Grant manages a comprehensive set of activities related to the goals and objectives of the California Career Pathways Trust Grant.

REPRESENTATIVE DUTIES:

Plan, direct, and supervise program activities to ensure that the grant’s goals, objectives, and timelines are met and in alignment with the District’s priorities and objectives; develop, establish, and execute operational policies, procedures, and standards pertinent to the goals and objectives of the grant. \( E \)

Establish regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies. \( E \)

Manage the collection and analysis of data; oversee and participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required. \( E \)

Develop and manage the regional program budget; allocate resources to further institutional goals, evaluate results, and develop strategies for continued strength of the college's programs, services, and institutional effectiveness. \( E \)

Communicate the objectives, progress, and outcomes of project initiatives to faculty, staff, students, administrators, university and high school partners, and the community; maintain open and regular communications with all project stakeholders. \( E \)

Develop and implement an effective system of evaluation for the program and its activities. \( E \)

Develop and deliver presentations to various audiences. \( E \)

Serve as a district representative on various committees associated with the grant. \( E \)

Supervise program personnel. \( E \)

Perform related duties as assigned.

\( E = \) Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

New Classification
July 2014
Current trends in career and technical education/workforce development
Local community and business organizations aligned with the goals of higher education
Principles of work-based learning
Philosophy, mission, and goals of community colleges, secondary educational agencies, and the District
Goals, policies, regulations, and contractual requirements associated with the grant
Current theories and methods related to teaching and curriculum development
Institutional research models and methodologies
State regulatory practices pertaining to the administration of the grant
Principles of strategic planning, program development, and program review
Principles of budget preparation and administration
Principles and practices of effective management and supervision
Participatory approaches to governance in the California Community College system

ABILITY TO:

Manage resources to accomplish long and short-term program goals
Use independent judgment in the interpretation and application of rules, regulations, policies and procedures
Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving
Initiate partnerships and foster collaboration between educators, industry professionals and community leaders
Demonstrate an understanding of and sensitivity to the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students
Learn and apply new information and skills
Create an environment conducive to the development of instructional innovations
Exercise independent judgment in developing and implementing creative solutions to program conditions or problems
Manage complex projects in a dynamic interdisciplinary environment with multiple responsibilities
Direct, coordinate, and evaluate the work of others
Communicate effectively, both orally and in writing
Develop and administer complex budgets
Establish and maintain effective relations among faculty, staff, students, and administrators, as well as business entities, the community, and local educational agencies
Develop and deliver effective public presentations
Plan and organize work to meet changing priorities and deadlines

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from a recognized college or university with a bachelor’s degree. A graduate degree is preferred.

Experience: Three years of experience planning, directing, and organizing grants or projects comparable complexity to the administrative assignment.
WORKING CONDITIONS:

ENVIRONMENT:
Office/college campus environment

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and make presentations
Vision to read correspondence and reports and to use the computer
Dexterity of hands and fingers to operate office equipment, prepare reports and forms, and use a computer keyboard