

Grant Project Manager, Categorical  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244415>

Downloaded On: Dec. 21, 2024 12:20pm

Posted Sep. 6, 2024, set to expire Jan. 28, 2025

**Job Title** Grant Project Manager, Categorical

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 6, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4647160/grant-project-manager-categorical>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

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- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

### **DEFINITION**

To plan, develop, organize, coordinate and manage the programs, services, operations and activities of assigned federal and State grants.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement

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throughout the District, lead by example, actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among staff and promote an organizational culture of customer service and quality services.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from similar classifications in that the position assigned to this class is specially funded, not financed by District funds.

The Grant Project Manager is a classified management classification required to serve as the grant project manager and perform a full range of professional-level management duties in support of the assigned grant-funded project.

Positions at this level develop, implement and administer assigned services and functional areas, participate in budget development and monitoring, develop and implement policies and procedures, coordinate communication and work activities among staff, community and business groups and partners.

Assignments performed at this level require knowledge of project management work as well as some knowledge of subject matter related to the grant.

Grant Project Manager's role is to:

- Supervise all project staff and generally coordinate the project's implementation;
- Work with staff and partners to augment project supportive services resources/build collaborative;
- Work with evaluator to compile and report data, and assessment and evaluation reports and ensure all program documentation is complete, accurate and comprehensive;
- Work with grant partners to connect students to resources and programs;

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- Responsible for coordinating program marketing, assessing student and faculty needs, networking with community based service providers, and leveraging other local resources;
- Use the required online electronic reporting system to review partner invoices requesting grant reimbursement and analyze compliance with costs and for proper classification under grant guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the assigned grant project administrator of the college or other designee of the President. Exercises functional and technical supervision over grant-described support and contractual personnel in accordance with grant requirements.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Serve as operations and/or fiscal manager for federal and State grant operations; plan, organize, coordinate, and direct across-program operations and activities including, but not limited to, bi-annual program assessment and review by advisory groups and third party evaluators; implementation of assigned aspects of assigned project according to the terms of the grant; ensure compliance with all project, grant and legal requirements; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; manage, monitor, and evaluate grant activities and operations regularly to ensure that each grant objective is met on a timely basis; work with appropriate division staff from each program to ensure program deliverables.
- Plan, design, manage and implement project elements that support service delivery; participate in processes to define scope and schedule of services and activities; oversee and participate in implementation processes.
- Provide coordination of resources for assigned project; determine short and long-term needs and develop recommendations; and design processes and procedures to implement, maintain, and/or manage project resources.
- Research, develop, implement, manage, review, and evaluate goals, objectives, priorities policies, procedures, and changing business practices and processes for assigned project; and develop and maintain handbooks, forms and related policies and procedures.
- Resolve operational and administrative problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; oversee and assist

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in implementation of recommendations.

- Perform a variety of professional-level research, administrative, operational, financial, and analytical duties in support of assigned grant project; conduct studies, research projects, and analysis.
- Prepare and submit administrative, operational, and financial reports, including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings according to established deadlines; consult with District staff and outside agencies to obtain information.
- Manage the budget process for assigned project; develop assigned budgets; collect and analyze financial data; review, analyze and approve budget requests; create data tracking and reporting systems; oversee, monitor and review status of budgets on an ongoing basis.
- Research, negotiate, and monitor assigned contracts and agreements with outside suppliers, service providers, and others; ensure work is performed in compliance with contracts and agreements; supervise the processing of invoices and payments.
- Ensure the creation and maintenance of publications promoting assigned project; ensure the development of publications and materials to advertise and provide project information, including newsletters, directories, handbooks, special event flyers, and other public relations materials as needed.
- Manage assigned project functions, programs, activities and functions in coordination with other staff, projects and functions as well as local, State and federal agencies/jurisdictions, business partners, and the general public; coordinate and interact with others, share knowledge and develop collaborative relationships.
- Collaborate in designing and implementing a network of community-based organizations and educational institutions to oversee and provide services and experiences for project participants; develop cooperative agreements with other agencies and organizations involved with providing project programs, services, and activities.
- Ensure the coordination of meetings related to assigned project; represent area of assignment, participate on, and provide staff support to a variety of committees, task forces, and boards; develop agendas and write speaking points; participate in speaking engagements; ensure the preparation and presentation of marketing materials, staff reports, and other documents as appropriate and necessary; and respond to and resolve inquiries and complaints.
- Serve as contact and respond to requests for information from staff, other agencies, and the general public regarding assigned project; participate in community outreach and education activities; and prepare presentations and related material.
- Maintain records concerning assigned project and its programs, services and activities; process incoming and outgoing documents; prepare and track various documents; prepare

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reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.

- Oversee website and distance education system for assigned project; update information as necessary.
- Manage data and information used in assigned grant project; administer assigned databases; enter and modify data; generate reports; analyze user needs and modify and format database structure in response to user needs; train staff on use of database systems; and prepare database documentation.
- Train, schedule, provide work direction to, supervise and evaluate assigned support staff; ensure that staff adheres to dictates of assigned grant, District policies, other applicable legal requirements and professional standards.
- Maintain current knowledge of the regulations, policies, application requirements and eligibility criteria for the project and its programs, including computer hardware and software enhancements.
- Perform related duties as required.

### **QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, education or related field.

##### Experience:

At least five years of increasingly responsible professional experience related to the management of a grant or similar project.

### **LICENSES OR OTHER REQUIREMENTS:**

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A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

### **Knowledge of:**

Applicable District policies and local, State and federal laws, codes and regulations.

Budget preparation and administration.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Coordination and management of assigned grant.

Correct English composition, grammar, spelling and vocabulary.

Grant compliance issues at the college, State of California, and federal levels.

District and College organization, operations, objectives, policies and procedures.

English usage, grammar, spelling, punctuation, and vocabulary.

Goals and objectives of assigned project.

Information and research resources available related to areas of assignment.

Interpersonal skills using tact, patience, diplomacy and courtesy.

Marketing, promotion and public relations techniques.

Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.

Modern office practices, procedures, methods, and equipment.

Modern principles, practices, methods and techniques of management.

Office procedures, methods, and equipment including operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Operational characteristics, services, and activities of the functions, programs, and operations of assigned project.

Oral and written communication skills.

Orange County demographics and health care trends.

Pertinent federal, State of California and local laws, codes, and regulations.

Planning and organizational skills.

Preparation, publication and distribution of informational and promotional materials.

Principles and practices of financial record keeping and reporting.

Principles and practices of project development, administration, and review.

Principles and practices of training, work direction, supervision and performance evaluation.

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Principles and techniques used in public relations.

Principles, practices, and procedures of business administration and public administration.

Principles, practices, and procedures of business letter writing.

Principles, practices, and procedures of complex fiscal, statistical and administrative research and report preparation.

Processes, procedures, and practices of budget preparation and administration.

Project and contract management principles and practices.

Statistical procedures and mathematical concepts.

Technical knowledge of business/industry principles and practices for area of responsibility.

Work organization and office management principles and practices.

### **Ability to:**

Adapt to changing technologies and learn functionality of new equipment and systems.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Assess community needs to develop appropriate service partnerships for assigned project.

Collect, compile and analyze data.

Communicate clearly and concisely, both orally and in writing.

Develop and administer policies and procedures.

Develop recommendations for problematic areas and implement and monitor changes.

Develop, implement and evaluate all components of the assigned grant.

Establish and maintain community relationships.

Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Establish, review, and revise office work priorities.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Independently compose and prepare correspondence, reports and memoranda.

Interpret, apply and explain applicable State and federal laws and regulations.

Learn and understand the content and requirements of assigned grant project quickly to assume assigned responsibilities.

Maintain complex and varied files and records.

Maintain current knowledge of assigned project.

Manage assigned project effectively according to stringent timelines.

Manage assigned project with multiple tasks and re-prioritize as needed.

Operate office equipment such as computer, printer, scanner, calculator, copier and facsimile



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machine.

Operate office equipment, including computer applications software, such as database management, spreadsheet, word processing and software related to area of assignment, including online reporting systems.

Oversee and manage the administrative functions and operations of the assigned office.

Perform a full range of complex, difficult and responsible project management duties involving the use of independent judgment and personal initiative.

Plan and organize work to meet schedules and changing deadlines.

Plan, organize, coordinate, prioritize, manage, perform and delegate work.

Prepare a variety of clear and concise administrative and financial reports.

Prepare and manage assigned budgets.

Prepare effective letters, press releases and promotional materials.

Prepare oral and written reports and recommendations.

Provide specialized information and assistance to students, staff, and the general public.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Research, compile, assemble, analyze, and interpret data from diverse sources.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Select, train, lead, provide work direction, supervise and evaluate the performance of assigned personnel.

Understand the nature of partnerships and identify mutual interests.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Use sound judgment in recognizing scope of authority.

Use technical concepts and project management tools and techniques to effectively manage assigned project and solve complex problems in creative and effective ways.

Work effectively with others to achieve common goals.

Work independently with little direction.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various locations to communicate with grant partners, attend meetings or otherwise conduct work. The incumbent is subject to frequent contact with others including partners, students and staff; frequent interruptions; noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

### **Physical Demands**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may travel to other offices or locations to attend meetings or otherwise conduct work.

### **Vision:**

See in the normal visual range with or without correction.

### **Hearing:**

Hear in the normal audio range with or without correction.

## **Supplemental Information**



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**District Management Team Salary Schedule - Range 11**

**Application materials must be received by 11:59 pm 09/25/2024.**

**Required Documents: Cover Letter and Resume**

**Applications missing the required documents will not be considered.**

**Please Note: Employment in this position is contingent upon funding by MESA.**

Work Schedule: **Monday - Friday (8:00 AM – 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: **40**

Months per Year: **12**

**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.



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The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

### **Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

### **California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

### **Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).



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### **Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

### **Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

### **Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.



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**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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