

## PALOMAR COMMUNITY COLLEGE DISTRICT

### Classification Title: Project Director

**Department:** Grant Funded Student Programs

**FLSA Status:** Exempt

**Staff Category:** Administrative Association (Classified Administrator)

**Salary Range:** 52

**Supervision Received From:** Director, Grant Funded Student Programs

**Original Date:** September 2015

**Supervision Given:** Assigned classified, hourly, and volunteer staff

**Last Revision:** December 2018 (title change; was formerly Manager, GEAR UP)

***Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.***

### **JOB SUMMARY.**

Plans, organizes, and coordinates activities related to the implementation of the GEAR UP grant, including implementing policies and procedures; assists the Director, Grant Funded Student Programs with and performs difficult and technical activities of the GEAR UP program; and conducts activity scheduling and event planning related to the GEAR UP grant; serves as the United States Department of Education Palomar College GEAR UP liaison and contact for the National Council for Community and Education Partnerships GEAR UP National Association.

### **DISTINGUISHING CHARACTERISTICS.**

The Project Director is distinguished from other managers in the Student Services division by its responsibility for administering the College's GEAR UP grant at local high schools. It is distinguished from supervisory classes with the same title (Project Director) in Grant Funded Student Programs by the GEAR UP grant's greater complexity and this classification's resultant larger scope of responsibility as an administrative class.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime as required; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, arranges, and coordinates the daily operations of the GEAR UP grant at multiple program sites; develops applicable policies, procedures, and protocols for timely problem-solving and issue resolution; plans and implements GEAR UP office procedures; ensures strong customer service standards for students in the GEAR UP program and assigned staff.
3. Assists in the implementation of GEAR UP program goals, objectives, policies and procedures in compliance with applicable federal, state, and District laws, codes, and regulations.
4. In collaboration with high school faculty and staff, develops early academic and career interventions to increase high school graduation and college-going rates of GEAR UP students.
5. Develops, coordinates, oversees, manages, and promotes a wide variety of activities and events relevant to GEAR UP activities, programs, events, and services.

6. Develops and maintains procedures for accurate and timely data collection including the U.S. Department of Education Annual Performance Report (APR) and biannual performance report, GEAR UP partner/school district reporting requirements, and utilization of data for District program review and service area outcomes.
7. Develops and maintains effective channels of communication with GEAR UP staff and partners; assists and enhances communications between the college and GEAR UP partners; communicates with a variety of departments and outside organizations to resolve concerns, coordinate activities, and exchange information.
8. Oversees and participates in the development and administration of the budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
9. Develops, documents, prepares, and maintains a variety of statistical and analytical reports and studies; conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
10. Prepares and delivers oral presentations and workshops on topics related to GEAR UP to internal groups including, but not limited to, the District's shared governance groups, Governing Board, and executive administration and to external groups at conferences and other events.
11. Supervises and participates in the administration, implementation, enhancement, updates, of applicable software, including, but not limited to, PeopleSoft, Compass; trains staff on use of software; develops and updates related forms and training materials; coordinates the resolution of computer and/or software issues and problems with Information Services and other applicable staff.
12. Serves as a liaison to staff, faculty, students, and community members; collaborates with internal departments and vendors to ensure products and services of the GEAR UP grant are working smoothly and properly.
13. Participates in shared governance through service on planning and/or operations committees and task forces.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Management principles and practices, including selection, training, evaluation, and discipline.
2. Pertinent federal, state and local codes, laws and regulations, including the California Education Code and applicable sections of Title 5 of the California Code of Regulations.
3. Practices, policies, and procedures relevant to assigned area of responsibility.
4. Procedures, methods, and techniques of budget preparation and maintenance.
5. Public and community relations principles, including the use of tact, patience, and courtesy.
6. Principles and practices of data collection, research, and report preparation.
7. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
8. Effective public speaking techniques.
9. Principles and techniques of effective event planning.
10. Principles of basic mathematics.
11. Community college programs, services, operations, and activities.
12. Proper English usage, spelling, grammar, and punctuation.

**Skill in:**

1. Selecting, supervising, training, delegating tasks to, and evaluating staff.
2. Applying pertinent federal, state and local codes, laws and regulations including the California Education Code, applicable sections of Title 5 of the California Code of Regulations, SSSP, and Student Equity.
3. Interpreting, applying, and explaining complex rules, regulations, policies, and procedures, including information of a highly technical nature.
4. Compiling, organizing, analyzing, and interpreting complex data and information from a variety of sources.
5. Preparing clear and concise reports.
6. Budget development and maintenance.
7. Operating office equipment including computers and applicable software programs.
8. Communicating clearly and concisely, both orally and in writing.
9. Coordinating events and activities effectively with other individuals and organizations.
10. Managing multiple responsibilities simultaneously.
11. Assessing difficult situations with accuracy and adopting effective courses of action.
12. Establishing and maintaining effective working relationships with those contacted in the course of work.
13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

**Experience and Training Guidelines**

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

**Experience:**

Four years of increasingly responsible experience, in a student services setting related to outreach, early college outreach, or similar functions, including one year of supervisory experience. Experience in one or more of the following areas must be included in the experience indicated above: assessment, counseling/advising, orientation, and/or follow-up for at-risk students.

**Education/Training:**

Equivalent to a master's degree from an accredited college or university with major coursework in business administration, public administration, psychology, social sciences, or a related field.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students, and the public.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to District and other locations.

**Terms of Employment:**

All positions within this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.