

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Project Director**

**Department:** Grant Funded Student Programs

**FLSA Status:** Non-exempt

**Staff Category:** Confidential and Supervisory Team

**Salary Range:** 45

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

**Original Date:** September 2015

**Supervision Given:** Assigned classified, short-term, student, and volunteer positions In Grant Funded Student Programs

**Last Revision:** December 2018 (title change; was formerly Supervisor, TRIO/Educational Opportunity Center and TRIO/Educational Talent Search

***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.**

Responsible for performing administrative activities related to planning, implementing, and coordinating program activities, including supervising program staff, and overseeing the day-to-day operations of the TRIO/Educational Opportunity Center (EOC) and TRIO/Educational Talent Search (ETS) programs.

**DISTINGUISHING CHARACTERISTICS.**

The Supervisor, TRIO/EOC and TRIO/ETS is distinguished from other supervisory classifications in the Student Services division by its responsibility for the supervision of the TRIO/EOC and TRIO/ETS programs. It is distinguished from the Project Director class that oversees the GEAR UP grant by its lesser scope of responsibility, and it is distinguished from the other Project Director classes within the Confidential and Supervisory Team by its sole oversight of TRIO/EOC and TRIO/ETS programs.

**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/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Supervises, oversees, organizes, and coordinates the day-to-day program activities and communications of TRIO/EOC and TRIO/ETS to ensure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues.
3. Oversees the day-to-day operations of the TRIO/EOC and TRIO/ETS grants; facilitates the development and implementation of all aspects of the grants.
4. Participates in the development of and implements procedures to recruit, assess, and select participants for the programs; conducts intake process to determine eligibility and acceptance of new applicants to the programs; monitors student success in the programs on an ongoing basis.
5. Serves as liaison between the TRIO/EOC and TRIO/ETS programs, the College, and school/community partners; communicates project goals and objectives to the College community, schools, and community partners.

6. Participates in the development and implementation of program policies and procedures promoting the recruitment, retention, and graduation of participating students.
7. Develops and maintains a comprehensive student database for reporting and participant tracking;. compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports, including participating in the preparation of the TRIO/EOC and TRIO/ETS Annual Performance Reports.
8. Administers and maintains the TRIO/EOC and TRIO/ETS grant budgets in accordance with District policies and procedures and in compliance with requirements and regulations of the funding agency.
9. Maintains currency regarding TRIO/EOC, TRIO/ETS, and relevant U.S. Department of Education policies and grant terms and conditions to ensure program compliance throughout the period of federal support.

**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. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Supervisory principles and practices, including selection, training, evaluating, and discipline.
2. Applicable federal, state, and local codes, laws, and regulations
3. Policies and objectives of assigned programs and activities.
4. Customer service principles, including the use of tact, patience and courtesy
5. Database management principles and practices.
6. Budgeting principles and practices.

**Skill in:**

1. Selecting, supervising, training, delegating tasks to, and evaluating staff.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Interpreting complex data and information.
6. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations and incidents using sound judgment and decision-making skills.
10. Interpreting and applying applicable rules, regulations, and policies governing assigned grants.
11. Managing multiple priorities simultaneously.
12. Managing databases.
13. Working independently with little direction.

**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 planning and coordinating educational grant or specially funded educational programs, including one year of supervisory or lead experience.

**Education/Training:**

A master's degree from an accredited institution in education, counseling, psychology, sociology, or a related field.

**WORKING CONDITIONS.**

**Environmental Conditions:**

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

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between District locations and other sites.

**TERMS OF EMPLOYMENT.**

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