



PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Project Director – Military Leadership Program

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| Department: | Workforce & Community Development | EE06 Code: | 1 |
| Employee Group: | Administrative Association (Classified Administrator) | Salary Grade: | 52 |
| Supervision Received From: | Associate Dean, Workforce Development & Extended Studies | Date of Origin: | 9/2022 |
| Supervision Given: | Assigned classified, hourly and volunteer staff | Last Revision: | 9/2022 |

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, integrates and directs activities related to the implementation of the Military Leadership Program and grant, including developing and implementing policies and procedures; assists the Associate Dean with, and performs, complex and technical initiatives within the Military Leadership Program and grant; conducts activity scheduling and event planning related to the program; serves as the College’s liaison and contact for the California Division of Apprenticeship Standards (DAS), US Department of Labor (DOL), the US Marine Corps’ Staff Non-Commissioned Officer Academy (SNCO), and Marine Corps University and other university partnerships.

DISTINGUISHING CHARACTERISTICS.

The Project Director is distinguished from other managers across the College by its focused responsibility for directing and coordinating the Military Leadership Program.

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 senior management concurrence and in accordance with applicable College policies, which include 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 actions; and performing related supervisory activities.
2. Plans, arranges and coordinates the daily operations of the Military Leadership Program and grant at multiple program sites; develops applicable policies, procedures and protocols for timely problem-solving and issue resolution; plans and implements Military Leadership Program office procedures; ensures strong customer service standards for students in the program.
3. Develops, plans and writes program plans for the Military Leadership Program, including analyzing and interpreting regulations and assessing needs and resources; monitors and evaluates program goals, objectives, student outcomes, program accomplishments, policies and procedures; ensures compliance with applicable federal, state and District laws, codes and regulations.

4. Directs and participates in strategic and long-range instructional and student services planning for the MIL program, involving the development of program analyses including fiscal planning and staffing recommendations in collaboration with Institutional Research and Planning for data collection.
5. Collaborates with internal departments and external agencies to promote the program to Marine bases across the United States, various high-ranking military personnel, base education centers and Navy Community College partnerships; plans and manages program expansion beyond the bases at Camp Pendleton and Twentynine Palms, including management of additional new College staff and essential training for faculty/staff; travels to meetings/presentations at Marine bases across the US.
6. Plans and manages the Credit for Prior Learning element of the Military Leadership Program, which focuses on Palomar students who are ex-Marines potentially eligible for college course credits related to their prior military service and SNCO experience; ensures all policies/procedures are in place and effectively carried out for this element; ensures necessary processing with DAS and DOL; oversees state authorization for the full Military Leadership Program.
7. Serves as liaison to Division of Apprenticeship Standards, Department of Labor, Staff Non-Commissioned Officer Academy and Marine Corps University; coordinates the program schedule with SNCO staff and Palomar College management/employees.
8. Develops and maintains procedures for accurate/timely data collection and reporting to the US Department of Labor, Division of Apprenticeship Standards and California Community College Chancellor's Office.
9. Establishes and maintains ongoing communications with other community colleges, four-year colleges and universities, and professional organizations to coordinate policies/procedures on admissions, registration and the transfer of students in the Military Leadership Program.
10. Develops and monitors comprehensive outreach programs to contact and recruit program students; develops and oversees pre-enrollment services; oversees the production and dissemination of information to publicize program resources and services; manages program website.
11. Prepares and delivers oral presentations and workshops on topics related to the Military Leadership Program to internal groups including the District's shared governance groups, Governing Board, executive administration, and to external groups at conferences and other events.
12. Oversees and participates in the development and administration of the program budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
13. Participates in shared governance through service on a variety of planning or operations committees.

Marginal Functions:

1. Performs related duties as required.

QUALIFICATIONS.

Experience and Education/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:

Education/Training: Equivalent to a bachelor's degree from an accredited college or university.

Experience: Four years of experience in managing a program in an instructional or student services setting, including one year of supervisory experience, and one year of experience working with military students.

Licenses/Certificates: Possession of a valid California driver's license.

Preferred Qualifications:

1. Experience working with the United States military.
2. Experience providing services to active duty and prior military individuals.

3. Experience with apprenticeship, extended studies, and/or workforce development.

Knowledge of:

1. Management principles and practices, including selection, training, performance evaluation and discipline.
2. Pertinent federal, state and local codes, laws, regulations and policy requirements including the California Education Code.
3. Practices, policies and procedures relevant to the College's the Military Leadership Program.
4. Advanced procedures, methods and techniques of College and grant budget preparation and maintenance utilizing PeopleSoft.
5. Public and community relations principles, including the use of tact, patience and courtesy.
6. Practices, processes and techniques for providing services to active-duty and military-affiliated students and faculty.
7. Principles and practices of data collection, research and report preparation.
8. Modern office procedures, methods and equipment including computers and applicable software programs relevant to assigned areas of responsibility.
9. Effective public speaking techniques.
10. Principles and techniques of effective event planning.
11. Practices of basic mathematics.
12. Community college programs, services, operations and activities.
13. 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.
3. Interpreting, applying and explaining complex rules, regulations, policies and procedures, including highly technical information.
4. Compiling, organizing, analyzing and interpreting complex data and information from a variety of sources.
5. Preparing clear and concise reports.
6. Managing departmental budgets and grants utilizing PeopleSoft Financials.
7. Operating office equipment including computers and applicable software programs.
8. Communicating clearly and concisely, both orally and in writing.
9. Coordinating programs, events and activities effectively with other individuals, organizations and elements of the US Marine Corps.
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.

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 mental and physical fitness to perform necessary job functions with or without accommodation. Must be able to travel to District locations as well as Marine bases in the United States.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.