

PERALTA COMMUNITY COLLEGE DISTRICT - October 2011

ACADEMIC MANAGEMENT JOB DESCRIPTION

DEAN OF SPECIAL PROGRAMS AND GRANTS

(Management Salary Range 3)

Job Code: 764

CLASS PURPOSE

Under direction of the Vice President of Student Services, the Interim Dean of Special Programs and Grants will serve as the College compliance officer relative to the provisions stipulated in the grants procured and implemented by the College. Responsibilities also include direction of the Career Center, EOPS/CARE, and CalWORKS.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Aligning communication protocols and operational procedures with the PCCD district to coordinate grant strategy and management;
- Meeting regularly with grant Project Directors and Coordinators to develop processes and procedures for the identification, solicitation, procurement and monitoring of grants;
- Coordinating the training for the successful implementation of grants per guidelines from funders;
- Scheduling meetings with stakeholders – delineate expectations;
- Coordinating with the District to monitor expenditures;
- Working with campus constituents to submit proposal including the hiring of grant writers;
- Overseeing the submission of narrative reports – develop a grant reporting matrix.
- Ensure the accuracy and timely submission of reports to funding agencies
- Implement a comprehensive plan addressing the career and technical education and workforce development needs of students, the College, and the community. This will include:
 - Providing leadership in developing and responding to workforce and economic development opportunities;
 - Developing partnerships and collaborations with business and industry, education, government, and the community;
 - Providing leadership in the development and evaluation of the college's career programs and services, and leadership and advocacy to enhance innovation and participation in issues related to Workforce Development and Applied Sciences.
- Plan, organize, and direct a comprehensive overview of the Extended Opportunity Programs and

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Services (E.O.P.S.) Program and Cooperative Agencies Resources for Education (C.A.R.E.), and Cal WORKS Programs.

- Direct all aspects related to the planning, staffing, delivery, and evaluation of E.O.P.S. and C.A.R.E. and Cal WORKS Programs; ensure compliance with Title V regulations, college and district policies and procedures.
- Manage and provide leadership in the development and implementation of goals, objectives, and priorities for assigned activities, programs, and operations in accordance with Student Learning Outcomes, college and district strategic directions; participate in long-range planning activities and integrated budget planning.
- Set up the budgets so that subsidiary programs can be readily implemented; monitor/maintain the budgets and oversees expenditures and requisitions.
- Provide job development services to students in the Cal WORKs program.
- Serve as a member of the President's Executive Staff.
- Reports directly to the Vice President for Student Services for functional and operational assignments.
- Work with the Vice Presidents for Instruction and Student Services for the efficient coordination of grants.
- Directly supervise EOPS, CARE, Cal WORKS, DSPS, Financial Opportunity Center (FOC), and Careers to Success Program (CSP) program coordinators.
- Consults with funders and attends meetings.
- Meets with campus stakeholders.
- Prepares weekly reports for the President's Executive Staff.
- Oversee the implement the programs as outlined by the grant proposals through the supervision of appropriate staff.
- Recommend hiring of E.O.P.S. CARE, Cal WORKS, DSP, FOC, CSP staff.
- Compile reports for the Chancellor's Office as well as for in-house information and evaluations.
- Conduct evaluations of program coordinators.
- Establish and maintain liaison with college programs and community agencies.
- Serve as the college representative on community agencies and boards.
- Work cooperatively as a member of the management team and the Student Services team.
- Perform other duties as assigned by the Vice President for Student Services

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university.

AND

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2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment as E.O.P.S. Director.

AND

3. Must have within the last four years, two years of experience or the equivalent:
 - a) In the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities handicapped by language, social, or economic disadvantages, **OR**
 - b) As a community college EOPS counselor or EOPS Instructor, or have comparable experience working with disadvantaged clientele.

AND

4. Shall have completed a minimum of six semester units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.
5. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., MS Word, MS Excel, MS PowerPoint, MS Access software) including the Internet.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of the Extended Opportunity Programs and Services and Cooperative Agencies Resources for Education (EOPS/CARE), Disabled Student Services, Cal WORKs Programs.
- Pertinent federal, state, and local laws, codes, and regulations including Title V Regulations for categorical programs;
- Methods and techniques of leadership and management; principles and practices of program development and administration, including knowledge of budgeting; modern office procedures, methods, and equipment including computers and applicable software;
- Methods and techniques of research, analysis, and decision making; English language usage, grammar, spelling, and punctuation; interpersonal skills, using tact, patience, and courtesy; oral and written communication skills.

Ability to:

- Manage and direct the activities of and provide effective leadership for the categorical/grant funded programs, services, and operations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and programs requirements;
- Prepare and present comprehensive, effective oral and written reports;
- Interpret, apply, and explain applicable federal, state, and District laws, regulations, policies, and

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procedures related to assigned functions;

- Work successfully with District faculty, administrators, and staff as well as community representatives; communicate and respond effectively with students with diverse qualities;
- work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students;
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Learn and apply relevant software programs relating to the operation of the programs, including budgeting.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 2-23-13