

PERALTA COMMUNITY COLLEGE DISTRICT - October 22, 2012

CLASSIFIED JOB DESCRIPTION

**PROJECT MANAGER
(SEIU Local 1021 Salary Range 112)
Job Code: 872**

CLASS PURPOSE

Under general direction, develops, organizes, plans, coordinates and implements a comprehensive college categorically funded program or project. The position is responsible for designing and implementing program services that meet the needs of a targeted population, directing and coordinating the work of staff, and maintaining effective public relations with other educational institutional and governmental representatives, funding resources, business and community agency personnel, students, and the general public. Performs other related duties as assigned.

(Positions assigned to this classification are professional level positions which support and are funded by a categorically funded program/project. Continuation of the position is contingent upon refunding of the program/project. The Program Manager can direct the work of professional, paraprofessional, clerical and student staff as assigned. Personal/public contact is extensive and involves external contact locally, statewide or regionally.)

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.

- Develops, organizes, plans, directs, implements and coordinates day-to-day functions, activities, and services of a program/project to ensure that goals and objectives of project are accomplished within prescribed time frame and funding parameters
- Reviews project proposals or plans to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of the project
- Establishes working partnerships with community-based organizations, county social services, high schools, colleges and/or universities
- Researches, compiles data for, and finalizes reports, grant applications, narratives, presentations surveys, needs assessments, and other detailed materials; writes grants and other funding source applications
- Contacts business and community organizations, governmental agencies, educational institutions, student groups, and other representatives to establish ongoing liaisons with the college and the program/project; develops and implements needs assessment for targeted and general populations as assigned; compiles statistics for use in designing/developing new and modified program services, goals and future programs plans

Job Description: Project Manager

- Enters, modifies, and retrieves online data; sets up and maintains online program/project records
- Plans program/project budgets in conjunction with management and other staff; monitors regular budget expenditures, income, transfers, and financial records; makes recommendations for changes to staffing, budgets, supplies and equipment
- Prepares reports required by local, state and federal entities
- Coordinates activities of training programs; conducts seminars and workshops
- Develops and implements seminars and workshops related to the program or project
- Identifies and recruits program participants
- Represents District on a range of community boards and committees related to the program or project
- Trains and directs staff assigned to program or project
- Performs other related work as assigned

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in one of the social sciences, behavioral sciences, business, public administration or a related field, and four (4) years of responsible professional experience in grants administration; or an equivalent combination of training and qualifying experience which demonstrates the ability to perform the duties of the position
2. Knowledge of the policies, procedures, regulations and laws that pertain to the specific program or project.
3. Knowledge of the needs and resources available to the population targeted by the specific program or project.
4. Demonstrated knowledge and proficiency in budget preparation and monitoring
5. Ability to communicate effectively with people of diverse cultures and language groups and with people who have disabilities
6. Demonstrated knowledge and proficiency in the use of office productivity software (word processing, spreadsheet, database management, email) using personal computers and the Internet.
7. 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

- Master's Degree in education or a related field
- Excellent interpersonal skills, including group presentation, writing skills and ability to explain project goals and objectives to a variety of audiences.
- Experience in working with multicultural students

Job Description: Project Manager

- Ability to work in a multicultural, highly diverse institution
- Experience in writing grants and in administering grant-funded projects
- Skill in directing and evaluating the work of others

ENVIRONMENTAL DEMANDS

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

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A