

DESERT COMMUNITY COLLEGE DISTRICT

GRANT PROJECT DIRECTOR, TAACCCT AND PROPOSITION 39

BASIC FUNCTION

Under direction of the Dean of Applied Sciences and Business (ASBU), responsibilities include but are not limited to: managing College of the Desert's Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program sub-grant of \$1.43 million pertaining to building efficiency; partner with the twelve institutions with Chaffey College acting as fiscal agent and lead institution for the primary grant to serve the Desert/Inland Empire Regional Consortium of the California community colleges; managing a Proposition 39 grant of \$1.5 million; partner with Cuyamaca College to serve the San Diego/Imperial and Desert/Inland Empire Regional Consortiums of the California Community Colleges.

REPRESENTATIVE DUTIES

1. Convening regional meetings with employers and community college faculty for certificate development and articulation of energy efficiency related curriculum with industry needs and industry-recognized third party credentials to include coordinating facilities, training, hotel and meeting rooms, faculty stipends, and all other related needs.
2. Providing leadership for the conducting of outreach to industry employers, colleges, and regional entities including high schools, local workforce investment boards (LWIBs), and Trade Organizations to coordinate training with project contracting and employment opportunities.
3. Overseeing timely processing of stipends, invoices and purchase orders associated with grants.
4. Developing and monitoring a system for verification of grant required activities by participating staff and faculty.
5. Monitoring and evaluating overall program success measured by the increase of student participation in community college energy efficiency related instructional programs, student completion of energy efficiency related programs, and enrollment in CalJOBS of students completing energy related certificates.
6. Conducting data collection and reporting via Launchboard.
7. Collecting monthly data and submitting Monthly Data Reports.
8. Preparing and submitting required quarterly Invoices, Expense Reports and Narrative Progress Reports.
9. Preparing and submitting all requested and required financial, data and narrative reports;
10. Coordinating and reconciling all budget expenditures, changes and modifications with both internal and external fiscal services.
11. Coordinating any grant related regional activities and attend appropriate and required meetings.
12. Directing the collection, analysis, and reporting on institutional data and assessment activities for planning and evaluation of grant implementation, assessment/evaluation, and reporting at the College or Consortia.
13. Providing information in response to requests from campus administration,

governance bodies, and other constituencies.

14. Designing and implementing grant assessment methodologies, by analyzing data, creating reports, and delivering findings when appropriate.
15. Consulting with PIs, fiscal agent, deans, faculty and other relevant officials to understand the needs of programs and resolve any questions or issues related to the terms and conditions of sponsored contracts, grants, cooperatives, or other agreements.
16. Keeping abreast of current policies, procedures, regulations, and other statutory requirements, and ensures that College personnel are aware of applicable requirements.
17. Coordinating any regional issues requiring external review that will be mediated by the state Energy Efficiency and Utilities Sector Navigator.
18. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
19. Conduct and attend meetings as necessary; participate on committees.
20. Seek and participate in professional development activities.
21. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate.
22. Other duties as may be assigned.

EDUCATION AND EXPERIENCE

- Minimum level of academic preparation is an Associate's degree from an accredited institution, with a Bachelor's degree preferred.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

KNOWLEDGE AND ABILITIES:

Knowledge of: TAACCT Grant requirements and regulations; Proposition 39 Grant requirements and regulations; Federal grant management requirements and regulations; Clean tech industry and applicable regulations; Community college operations

Ability to:

Supervise assigned staff; plan, implement and assess grant activities; conduct effective budget monitoring; research, compile, analyze and report information/data; effectively use technology; communicate effectively both verbally and in writing; efficiently prioritize and schedule work; professionally prepare and present reports to a variety of audiences; effectively facilitate regional consortia meetings.

WORKING CONDITIONS

Environment: Office environment. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

EMPLOYMENT STATUS

This is a full time categorically funded classified management position.

The expected length of the assignment is one year, renewable for an additional year upon satisfactory performance and available funding.

Categorically Funded Administrator

Leadership VIII

Approved: October 20, 2017