

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Program Activity Manager

Unit: Management

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Job Code: C2030
Original Date: 04/2004
Last Revision: 07/2017
Staff Type: Academic
FLSA status: Exempt
Salary Range: 14

DEFINITION

Under direction of an Associate Dean or other academic (educational) administrator/manager, administer all aspects of an assigned grant within the parameters and the scope of the grant plan; achieve the goals of the grant's project and coordinating with faculty, staff, District administration, and public agencies to assist in the development and integration of an online educational planning system, an academic master plan and enrollment management system, and a staff development program that will train faculty and staff on the innovative changes.

DISTINGUISHING CHARACTERISTICS

The Program Activity Manager will be accountable for administration of an assigned grant. Within the parameters and the scope of the grant's plan, the position will be accountable for coordination all aspects of the grant's work plan, for "institutionalizing" the processes and systems of the grant's work plan, and for the preparation of the reports that are required by the Department of Education. This position is the first-line manager but does not have signatory authority for expenditures or personnel actions/approvals. This position does not directly supervise or lead any staff, nor does any staff directly report to this position; however, this position may select, supervise, and evaluate hourly non-academic employees. The Dean or other academic manager as assigned will provide the overall leadership and will be primarily accountable for the interface with the Department of Education.

EXAMPLE OF DUTIES

1. Maintain the goals set forth in the grant to include instructional, student services, and instructional support programs. Assist in the overall administration of the grant's program policies, procedures, and standards and recommend changes as needed and appropriate.
2. Develop and integrate an online educational planning system, an academic master plan and enrollment management system, and a staff development program that will train faculty and staff on these innovative processes. Develop and implement grant-supported activities.
3. Assist in the development of annual budget recommendations; monitor and control expenditures within an adopted budget. Track expenditures and review requisitions for the grant's expenditures. Perform grant reporting and direction to the President's Office.
4. Troubleshoot conflicts that arise during the grant's project and when necessary assist in the resolution of issues and conflicts between faculty, counselors, staff, and DOE.
5. Monitor, evaluate, and reconcile grant activities and expenditures to ensure compliance with specific requirements of the grant's funding requirements. Establish, conduct, and monitor task force and committee activities to ensure attainment of the grant's goals; track progress relative to project plan and timelines.
6. Work with the campus at large to facilitate and coordinate efforts to achieve the outcomes as listed in the grant. Collaborate with the academic administrator/manager as assigned, and others on grant's project development and implementation; produce required reports on the progress of the grant's project; generate an accurate depiction of the grant's project's process and outcomes. Report to the funding source the outcomes achieved relative to the plan.
7. Interpret and explain Department of Education (DOE) legal requirements, the grant's program goals, and District policies and procedures to faculty, staff, students, and management.

8. Assure the timely preparation, distribution, maintenance, and submittal of reports and files; report the grant's success as required by the grant's program; analyze and evaluate documentation as necessary.
9. Publicize, promote, and communicate the grant's program activities to the District, College, and other relevant organizations.
10. Serve on District, college, and other committees as assigned; attend meetings and make oral presentations as necessary.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code.
Budget preparation and control.
Changing technologies affecting existing programs in the areas assigned.
Computer equipment, applications, and programs for business services at a multi-campus community college district.
Coordination of multifaceted projects.
Department of Education regulations governing administration of grants.
District organization, operations, policies, and objectives.
Goals of the District's educational master plan.
Governance systems for California Community College Districts.
Laws, rules, and regulations affecting the specific area to which assigned.
Oral and written communication skills.
Principles of management, supervision, and public administration
Principles of records maintenance.
Research and analysis principles and techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze narrative and statistical information and prepare clear and concise recommendations and proposals.
Analyze situations expertly and recommend an effective course of action.
Assure the timely preparation and distribution of required reports, records, and documentation.
Attend meetings and make oral presentations.
Communicate effectively both orally and in writing.
Coordinate and manage special projects as assigned.
Develop recommendations for improvements in business organization, space utilization, facilities, and budget.
Implement programs through others while maintaining effective and harmonious relationships.
Interpersonal skills including tact, patience, and diplomacy.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Maintain records and prepare reports.
Meet schedules and time lines.
Operate general office equipment.
Plan and develop grant program activities.
Prepare agreements and contracts for funding of districtwide programs.
Provide technical expertise and serve as a resource to District administrators and other personnel regarding business services.
Provide work direction and guidance to staff.
Use current computer and internet technology.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited institution in a related area and three years of increasingly responsible experience working with community college faculty and counselors in a multicultural community. One year management experience is desirable.

The following are required for academic/educational administrator assignments:

- 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND
- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

- 1) Possession of a lifetime California Community College Chief Administrative Officer Credential, AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.