

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

Title: Special Projects Manager

Page:

1 of 2

Unit: Management

Job Code:

C3382

Original Date:

08/2003

Last Revision:

02/2015

Staff Type:

Classified

FLSA status:

Exempt

Salary Range:

varies

### **DEFINITION**

Under minimal supervision of a Division Executive or other assigned administrator, manage one or more specific projects awarded to the SDCCD; oversee the planning, implementation, review, deliverables, and closure; document all aspects, working closely with teams and management to ensure the scope specific project direction is appropriate and complies with District policies, procedures, missions and goals.

### **DISTINGUISHING CHARACTERISTICS**

The Special Project Manager is not a department, school, or program administrator and does not supervise contract or hourly staff or faculty and is not a part of the District's organizational administration. The Special Project Manager positions are specially funded and have longevity only as long as the specific project funding continues. While many Special Project Managers work independently with minimal supervision, the assignment and activities are specified in the grant proposal and award.

### **EXAMPLE OF DUTIES**

1. Manage one or more special projects awarded to the SDCCD; conduct research; review, evaluate and analyze statistical data, proposals and administrative reports; prepare summaries, narrative analyses and recommendation. Facilitate, coordinate and fulfill project challenges.
2. Develop and implement the assigned project components; production, productivity, quality, and customer-service standards; assess development; improve efficiency, workflow, and deliverables.
3. Prepare, evaluate, direct and complete action plans; resolve problems; complete reports/audits; identify trends; determine system requirements; plan contingencies and closure processes; implement changes and improvements.
4. Provide technical expertise, assistance, information, and advice as appropriate to project administrators, project teams and team member; update technical knowledge.
5. Research existing, new and proposed legislation affecting specific project operations; interpret legislative updates and inform appropriate project administrators and team members of changes in legal requirements; identify necessary updating policies and procedures.
6. Coordinate and ensure mandates and other requirements are prepared and disseminated as warranted; distribute project deliverables on time, within budget and at the required level of quality; evaluate project outcomes as established in the project plan.
7. Develop and contribute information; communicate recommendations for improvements of organizational, structural, utilization, budget and other project components.
8. Accomplish human resource objectives by orienting, training, assigning and scheduling, and coaching and counseling, team members; communicate project and assignment expectations; enforce policies and procedures, ethical behavior and business practices.
9. Perform related duties as assigned.

**DESIRABLE QUALIFICATION****Knowledge:**

- Applicable local, State, and federal laws, codes, and regulations.
- Computer business applications and software, equipment and systems for project management.
- Economic, social, and cultural stimulants and barriers.
- English language usage, grammar and punctuation.
- Ethical behavior and business practices
- Principles of public administration, supervision and management.
- Process improvement.
- Project planning and management.
- Research and analysis.
- Technical aspects of field of specialty.

**Skills and Abilities:**

- Analyze narrative and statistical information and prepare clear and concise recommendations and proposals.
- Analyze situations accurately and recommend effective courses of action.
- Attend meetings and make oral presentations.
- Communicate effectively both orally and in writing.
- Develop and maintain budgets.
- Develop schedules and meet timelines.
- Ethical and professional behavior.
- Foster teamwork.
- Lead and positively influence others.
- Maintain and update technical skills in area of specialty.
- Plan, organize, assign and evaluate work assignments.
- Proficient use of computers for word processing, spreadsheet accounting, basic database management, e-mail, and Internet browsing.
- Project administration
- Provide technical expertise and serve as a resource.
- Work cooperatively and effectively.
- Work independently.

**Training and Experience:**

Any combination of training and experience equivalent to: a Bachelor's degree in a field related to the technical skills required of the project and three (3) years paid work experience in project planning and/or business management.

**License:**

Valid California driver's license.

**WORKING CONDITIONS****Physical Requirements:**

Category III

**Environment:**

Favorable, usually involves an office but the purpose of the project may sometimes require nonstandard workplaces. Travel (local and statewide) for meetings and project assessments. Some varied hours, evenings and weekends work as necessary to meet project milestones.