

DESERT COMMUNITY COLLEGE DISTRICT

TAACCCT GRANT PROJECT DIRECTOR

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; Grant is a partnership with the 12 Institutions with Chaffee College acting as fiscal agent and lead institution for the primary grant; This partnership serves the Desert/Inland Empire Regional Consortium of the California community colleges; The total amount of the grant is for salaries, outreach, data collection, regional meetings, travel, faculty stipends, support staff, and related costs.

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. Collecting monthly data and submitting Monthly Data Reports to the Lead Institution;
6. Preparing and submitting required quarterly Invoices, Expense Reports and Narrative Progress Reports;
7. Preparing and submitting all requested and required financial, data and narrative reports to the Lead Institution;
8. Coordinating and reconciling all budget expenditures, changes and modifications with both internal and external fiscal services;
9. Coordinating any grant related regional activities and attend appropriate and required meetings;
10. 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;
11. Providing information in response to requests from campus administration, governance bodies, and other constituencies;

12. Designing and implementing grant assessment methodologies, by analyzing data, creating reports, and delivering findings when appropriate;
13. 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;
14. Keeping abreast of current policies, procedures, regulations, and other statutory requirements, and ensures that College personnel are aware of applicable requirements;
15. Other duties as may be assigned by the Dean of Applied Sciences and Business;

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; 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 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

Categorically Funded Administrator
Leadership VI