

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FISCAL AGENT AND ECONOMIC DEVELOPMENT MANAGER - CONTRACT EDUCATION

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direct supervision of the District Executive Director of Economic Development and Contract Education, the Fiscal Agent and Economic Development Manager - Contract Education plans and directs all aspects of new grant programs for the Economic Development and Contract Education Department (EDCE). EDCE is an integral part of the District's economic and workforce development efforts. This position is focused on the identification, application, acquisition and administration of grants and contracts, to provide oversight, as well as serving as a fiscal agency. The Fiscal Agent and Economic Development Manager - Contract Education will serve as the liaison between the District and the grantors and/or contractors, including the California Community Colleges Chancellor's Office (CCCCO). As such, the position will work collaboratively and cooperatively with other economic and workforce development programs and initiatives, as well as the Business Services department, within the District.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Fiscal Agent and Economic Development Manager - Contract Education will assume responsibility for current and new program development and program management for programs awarded to the EDCE department, whether as a fiscal agent or for program oversight. Representative duties and responsibilities are broken down into six major areas of work: Program Development, Program Management, Personnel, Interpersonal Business Relationships, Records and Reports, and Other Duties as Assigned.

1. **Program Development** – Measures of success for this sector of work will include financial goals being met.
 - a. Working in response to offerings available through statewide workforce development or institutional effectiveness or other related areas of focus, identify and review grant opportunities that will meet the needs of the EDCE department and Districtwide goals.
 - b. Working in collaboration with the District Executive Director of EDCE and other management staff in EDCE, respond to requests for proposals by developing new or continuing programs and/or services to respond to stated grant programs' needs.
 - c. Monitor and evaluate on-going grant development activities to insure the creation of quality proposals and on-time submissions.
 - d. Establish and maintain collaborative working relationships with state chancellor's office, college departments, other regional community colleges and educational institutions, community-based organizations and workforce development agencies, to partner with them on grant programs as appropriate.

2. **Program Management** – Measures of success for this sector of work will include financial goals being met.
 - a. Upon successful grant awards, take on the role of grant program director, managing all aspects of grant implementation.
 - b. Manage all aspects of program delivery focusing on fiscal management and reporting.

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- c. Provide oversight in the organization and coordination of the various elements associated with training and service delivery including but not limited to tasks such as: scheduling facilities, assisting instructors and facilitators with logistics and onsite delivery of training materials, oversight of registration procedures (if applicable).
 - d. Work directly with grantors to ensure adherence to each grant's goals and overall program quality.
- 3. Personnel** – Measures of success for this sector of work will include minimum turnover of personnel, and quality instructors and consultants based upon client-identified characteristics and feedback.
- a. Identify personnel needed including EDCE-assigned employees and contracted instructors and consultants. Identify candidates to meet needs. Interview, select, train, motivate and evaluate said personnel.
 - b. Plan, apportion, direct, and monitor employees' and contracted employees' work to ensure department's and individual goals are met.
- 4. Interpersonal Business Relationships** – Will be measured through feedback from peers, subordinates, superiors, grant program personnel and clients.
- a. Relate to others in an open and accepting manner by demonstrating an awareness of and consideration for the opinions and feelings of others.
 - b. Develop cooperative working relationships with peers, subordinates and superiors.
 - c. Develop business relationships with key stakeholders from a broad range of functions and levels.
 - d. Balance the interests and needs of one's own group with those throughout the District.
 - e. Solve conflicts/disagreements collaboratively, build consensus.
- 5. Records and Reports** – Measures for success will be that correct, timely records of all programs are readily available and reports are clear and correct and submitted on time.
- a. Working with District Executive Director, establish budgets for individual grants as well as a department-wide budget, provide a monthly budget report that reflects variances and resolutions.
 - b. Create monthly project status reports that reflect progress on grant programs' development activities and other miscellaneous documents and reports as required.
 - c. Develop and monitor grant program budgets to ensure individual program goals are met, and department budgets to assure department goals are met. Resolve budget variances.
 - d. Maintain accurate records of grant activities to ensure service quality, submit online and/or written reports on a timely basis. Work with grantors to make recommendations for revisions as needed.
- 6. Other duties as assigned** by the District Executive Director. Measures for success to be determined as duties are assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- 1. Principles and methods of grant development and management, including but not limited to serving as a fiscal agent for major state-funded programs.
- 2. Principles and practices of budget preparation and administration.
- 3. Principles of communicating and collaborating effectively with diverse students, faculty, staff and administration.

Ability to:

1. Demonstrate skill in oral and written communication, including persuasive public speaking.
2. Use of a variety of computer software to create spreadsheets, and to compose and prepare proposals, contracts and correspondence.
3. Budget creation management, including statistical and financial reporting.
4. Work with multi-million dollar projects simultaneously, including responding to vendors by answering questions, creating contracts and purchase orders, and tracking progress of documents and overseeing event coordination.
5. Communicate clearly and concisely, both orally and in writing.
6. Establish and maintain effective working relationships with those contacted in the course of work.
7. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations.

Minimum Education & Experience – *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Bachelor's degree in business administration or finance, or a related field.

Experience:

4-5 years of experience with fiscal management and accounting, successfully responding to grant request for applications/proposals and grant program management.

License

Possession of a valid California Driver's License is required. Must be able to use his/her personal automobile to perform work-related duties.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials job functions.

Environment: Work is performed primarily in a standard office setting with some travel to on- and off-site locations. Occasional evening and weekend is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

APPOINTMENT

The Fiscal Agent and Economic Development Manager - Contract Education shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on: March 20, 2018

Effective: March 21, 2018

Job Family: Administrative