

Job Description

Job Title: Project Manager (H1B) Grade: L

Department: Government Relations and Grants **FLSA:** Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Manages, plans, and coordinates activities of project(s) to ensure that goals, objectives, outcomes, and deliverables are accomplished within prescribed time frame and funding parameters.

Characteristic Duties and Responsibilities:

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects.
- 2. Manages day-to-day operations of project.
- 3. Leads cross-college project implementation team in meeting project outcomes and deliverables.
- Coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- 5. Oversees external partners associated with project, including sub-contractors.
- 6. Confers with project staff to outline work plan and to assign duties and responsibilities.
- 7. Effectively communicates project-related information.
- 8. Manages project budget and ensures expenditures are appropriate and in compliance with audit guidelines.
- 9. Develops and implements marketing plan for project.
- 10. Assists with recruitment of project participants.
- 11. Assists with job placement activities for project participants.
- 12. Monitors progress towards project goals, objectives, outcomes, and deliverables
- 13. Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- 14. Prepares project reports for funding agency and College leadership.



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15. Confers with project personnel to provide technical advice and to resolve problems.

16. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director, Grant Development and Performance

Direction Given: Direct supervision and evaluation of work as a supervisor over administrative

support staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Business or related discipline and a minimum of five years of experience managing federal grants or contracts including federal reporting and budget oversight.

Preferred Qualifications:

Experience working with external partners (community college, employer, workforce development).

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of administration in institutions of higher education and funding agencies
- Understanding of grant administration and compliance methods and practices
- Ability to understand and interpret regulations related to grants
- Ability to manage and coordinate multiple projects and meet critical deadlines
- Persuasive abilities to influence cooperation and compliance with work methodologies without direct supervisory authority
- Ability to collect, analyze, and interpret varied information and data, statistical or narrative form business computer applications skills, including word processing and spreadsheets
- Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills
- Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full college-wide context
- Proven supervisory and leadership skills

Working Conditions:

Typical office environment