



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

PROJECT DIRECTOR

A Classified Professional Position

Grade 175S – Salary Schedule 40

A. General Statement

The Project Director performs professional work involved with planning, coordinating, implementing and evaluating a specific college project or program. Under direction, the position is responsible for designing and implementing project services, directing the work of other staff and maintaining effective partnerships and working relationships with funding agencies, governmental jurisdictions, other educational institutions, community organizations and business representatives. Public contact is extensive and involves outside agency and organization representatives, staff, students and the general public for the purpose of exchanging policy, technical and procedural information. A high degree of independent judgment and creativity is required to resolve a variety of minor and major problems that arise. Consequences of errors in judgment can be costly in employee and staff time, public relations and money. A Project Director can direct the work of professional, paraprofessional, clerical, student and volunteer staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with staff, students, business representatives, other educational institutions, funding and governmental agencies, community organizations and the general public regarding College project policy, partnerships, grants and other funding resources, project goals and outcomes, program review, and strategic planning
2. Drives a motor vehicle to attend off-site meetings, workshops and participate in other activities to present and obtain current information
3. Makes presentations to small and large groups as needed
4. Researches, compiles data for, formats, composes and prepares statistical, financial, demographic and other special and regular reports, grant applications, narratives, presentations, surveys, needs assessments and other materials
5. Interviews clients and project partners to conduct needs assessment and determine appropriate project services
6. Uses a variety of computer software to design and prepare correspondence, reports, budget studies, track and review financial and other data, publicity materials and other written materials
7. Sets up and maintains electronic and manual file systems

8. Confers with management and other staff to develop and implement needs assessments and other studies and surveys for targeted populations served by the project
9. Compiles statistics for use in designing/developing new and modified project services, goals and future service delivery changes
10. Participates in strategic planning with management and other staff; makes recommendations for project modifications
11. Plans project budgets in conjunction with management and other staff
12. Monitors budget expenditures and revenues, transfers and reporting online
13. Makes recommendations for changes to budgets, staffing, facilities, supplies and equipment
14. Trains and directs the work of staff, student assistants, and volunteers
15. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree from an accredited institution
2. Successful work experience of increasing responsibility that has included program planning, assessment, implementation, and evaluation, budget planning and reporting, research, and data analysis
3. Demonstrated skill in oral communication, including public speaking
4. Demonstrated skill in written communication
5. Demonstrated skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities
6. Skill in the use of a variety of software to create spreadsheets, reports, correspondence, and other written materials
7. Skill in training and directing the work of others
8. Experience with the organization and implementation of various complex office procedures and forms
9. Experience with training and leading the work of others
10. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires attention to details; oral and written communication; data interpretation, comparison and analysis; visual acuity and comparison; tact, patience, confidentiality and sensitivity; public speaking to small and large groups; manual dexterity; good listening and memory; driving a motor vehicle to off-site locations; coordination of the work of others; persuasive communication; negotiation; work under deadline pressure; adaptability and flexibility in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the resources available to the specific population served by the project.
2. Knowledge of the policies, procedures, regulations and laws pertaining to the specific project or program services
3. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities
4. Skill in strategic planning, project coordination and evaluation
5. Skill in oral communication, including public speaking and giving clear and concise instructions
6. Skill in written communication
7. Skill in training and leading the work of others
8. Skill in organizing data, setting up, tracking, and maintaining data in electronic and manual files
9. Ability to coordinate, anticipate, and resolve workload issues and problems
10. Ability to work effectively as part of customer service team