

# **Director, Operations and Compliance**

## **Economic & Workforce Development**

### **Definition**

The Director, Operations and Compliance shall report directly to the Central Valley Motherlode Regional Chair/Executive Director. The Director provides oversight of grant-funded projects and programs and develops and implements operational systems to ensure contractual, fiscal and operational compliance with all department, district, state and federal grants management and reporting policies and procedures.

The Director serves as the second in leadership to the Regional Chair/Executive Director and acts on their behalf in overseeing departmental operations, programs, and compliance matters, as assigned. This position is contingent on funding (COF).

### **Examples of Duties**

1. Manage the operations, fiscal administration, and compliance requirements of workforce and economic development grant-funded programs to ensure achievement of program goals, objectives, and funding requirements.
2. In collaboration with the Regional Chair/Executive Director, coordinate and support departmental strategic planning, operations, annual work plans, and program implementation.
3. Manage and monitor assigned grant and program budgets, including budget development, revisions, expenditures, payments, reconciliations, and financial reporting, to ensure fiscal accountability and compliance with federal, state, local, and District requirements.
4. Develop, implement, review, and maintain operational and fiscal policies, procedures, and internal controls consistent with applicable federal regulations, state laws, funding agency requirements, and District policies.
5. Collaborate with Accounting Services, internal audit, grant managers, program directors, and other District personnel to establish appropriate fiscal procedures, reporting requirements, budgets, contracts, and grant administration processes.
6. Oversee financial and administrative processes associated with grant-funded activities, including purchasing, purchase orders, invoicing, billings, contracts, subcontracts, agreements, and other required documentation.
7. Prepare, coordinate, and review required quarterly, annual, and other programmatic and fiscal compliance reports for local, state, and federal grants and contracts.

8. Monitor grant-funded projects, budgets, activities, deliverables, performance measures, and expenditures to ensure compliance with funding requirements and achievement of expected results.
9. Develop and administer agreements with subrecipients, contractors, and other grant-funded partners; maintain monitoring and reporting schedules and provide oversight to ensure timely and compliant performance, reporting, and fund transfers.
10. Provide technical assistance and guidance to grant managers, program directors, staff, budget analysts, subrecipients, and partners regarding grant implementation, internal procedures, fiscal administration, personnel, payroll, purchasing, cost sharing, documentation, and funding agency requirements.
11. Engage and collaborate with District administrators, faculty, staff, colleges, and external community and regional partners to advance grant-funded program goals and workforce and economic development priorities.
12. Serve as a liaison with District, local, state, and federal agencies and governing bodies regarding assigned programs, grants, compliance requirements, and operational practices.
13. In consultation with the Regional Chair/Executive Director, assist with the recruitment, selection, orientation, supervision, development, and evaluation of assigned staff.
14. Represent and promote the District, colleges, department, and assigned workforce and economic development programs to internal and external stakeholders and the broader community.
15. All other duties as assigned.

### **Minimum Qualifications**

- Master's degree in an academic area related to assignment, preferably Business Administration, Public Administration.
- Five years of full-time experience in administration, implementation of multiple projects, and at least three years' experience in professional-level work experience with responsibility for accounting, budget and/or financial management;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### **Desirable Qualifications:**

- Experience developing or implementing agency operational policies and procedures
- Experience in project planning and program management
- Experience in contracting development processes

- Experience in auditing, monitoring and evaluating programs; grant management/grant writing
- Experience in evaluating services; analysis of data, report writing
- Experience in working with local, state and/or federal entities;

## **Knowledge and Abilities**

### Knowledge of:

- Project management
- Principles of college management
- State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents) including:
  - Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
  - Pertinent sections of California Education Code.
  - California State Chancellor's Office (Systems Office) legal opinions and advisories.
  - Federal regulations pertaining to the Family Educational Rights and Protection Act.

### Knowledge and Abilities (Continued)

- Microsoft Office Word/Excel
- Principles of student development administration at the community college level;
- Leadership and management principles and techniques.
- The mission of the California Community College; community college and instructional programs, regulations and policies; principles of employer employee relations; and principles in the administration of personnel services.
- Computer operations/data processing systems.
- Accounting, budgeting and fiscal reporting.

### Ability to:

- Supervise professional and/or support staff;
- Diplomatically and skillfully work with a variety of stakeholders, program directors and administrators, and persons from diverse backgrounds and experiences;
- Initiate projects and work independently with minimal supervision;

- Organize and manage multiple projects/deadlines simultaneously, and work under pressure to meet deadlines;
- Explain complex business concepts/goals of program project;
- Recognize service needs and resource constraints to develop viable options;
- Develop and research alternative problem solving strategies;
- Demonstrate excellent written and verbal communication, and computer skills to develop own quality written products on Microsoft Office software including, Word, Excel, and PowerPoint; and
- Assume some out-of-state travel to conferences.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

### Working Conditions (Continued)

| Ratings | Essential Physical Requirements                                                            |
|---------|--------------------------------------------------------------------------------------------|
| 4       | Ability to work at a desk, conference table or in meetings of various configurations.      |
| 1       | Ability to stand for extended periods of time.                                             |
| 4       | Ability to sit for extended periods of time.                                               |
| 4       | Ability to see for purposes of reading printed matter.                                     |
| 4       | Ability to hear and understand speech at normal levels.                                    |
| 3       | Ability to communicate so others will be able to clearly understand a normal conversation. |
| 1 or 2  | Ability to lift 10 pounds.                                                                 |
| 1 or 2  | Ability to carry 10 pounds.                                                                |
| 4       | Ability to operate office equipment.                                                       |

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

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(Employee's Signature)

(Date)

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(Supervisor's Signature)

(Date)