

**Director, Programs and Compliance
Economic & Workforce Development
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Director Programs and Compliance shall report directly to the Associate Chancellor, Economic and Workforce Development provides oversight to various grant-funded projects 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. Grant funded projects oversight includes the development of contracts and subcontracts; coordinates and interfaces with local, State and Federal agencies, sub-grantees, and others; coordinates allocations of all funds, ensuring efficiency and compliance with all laws, policy, and regulations in use of those funds; performs related work as required. This position is contingent on funding.

Examples of Duties

1. Manage the implementation of multiple Economic and Workforce Development District Office grant-funded programs to meet or exceed assigned program(s) expectations. Engage with district wide administrators, faculty, staff, and external community partners in the completion of program and grand funded goals and objectives. Manage program and grant budgets.
2. Strategize, coordinate and supervise departmental planning and operations; personnel supervision, including professional development and evaluation of department and evaluation of department and all support staff.
3. Manages all financial processes, procedures, including internal and external budgeting and budget revisions, procedures, payments and reconciliation for multiple federal, state and local grants and contracts, to ensure fiscal accountability of the Economic & Workforce Development department and its programs.
4. Oversees purchase orders, billings, letters of intent or understanding, and contracts or subcontracts for formal procedure and proper documentation.
5. Prepares quarterly and annual compliance reports for various local, state, and federal activities for all programs within the District Office of Economic and Workforce Development.

Examples of Duties (Continued)

6. Reviews and analyzes federal regulations, state laws and administrative requirements for multiple grants to contribute to the formulation of appropriate internal operating and fiscal policies and procedures, grant program processes; reviews new policies that relate to funding grants and supervises the departmental implementation of those policies.
7. Develops Economic & Workforce Development office's operations procedures and process in compliance with local, state and federal interpretive guidelines. Works with Director of Accounting Services and the Internal Auditor to develop fiscal procedures and reporting requirements.
8. Assists the Grants Managers and Program Directors to develop grant agreements with sub-recipients and other identified grant recipients
9. Assists the Director of Accounting Services and other finance staff in development of relevant program budgets, contracts and contracts reporting.
10. Monitors projects and review project budgets, and ensures compliance to formats and requirements (activities, results and financial requirements).
11. Maintains and manages sub-recipient monitoring and reporting schedules and/or calendars for all sub-recipients (SRs) and implementing partners (IPs) to include reporting timeframes and transfer schedules, and provide timely reminders for SRs and IPs regarding reporting due dates. Assists in sub-recipient monitoring, where applicable.
12. Assists Grants Managers and Program Directors within division in grant implementation to include instruction on internal procedures and funding agency compliance, assistance with all issues of financial, personnel, payroll, purchasing and administration of funded awards, and instruction on cost-sharing documentation.
13. Provide assistance in recruitment, selection, orientation, and evaluation of support staff in assigned program(s).
14. Supervise and coordinate department planning and operations; personnel supervision, including development and evaluation of all support staff.
15. Develop, implement, and monitor the annual plans and budgets expenditures.
16. Act as liaison with District, State, and federal governing bodies regarding assigned programs and practices.
17. Market the District and College(s) and assigned programs to the College community and the general public.

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

Occasional—25-50 percent = 2

Often—51-75 percent = 3

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

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

4/26/16