

## **ASSOCIATE DEAN, COMMUNITY DEVELOPMENT AND GRANTS MANAGEMENT**

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### **DEFINITION:**

Under administrative direction, to develop, coordinate and manage non-credit and adult education instructional and associated student support programs; to manage a variety of grant and other funding sources for categorical programs, special projects and other programs including Title V funds to assist the College in providing outreach services, specialized noncredit instruction, and literacy programs, and to perform related duties as assigned. Oversee academic support programs including the computer place, learning commons, and the tutoring center.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single position management classification directing non-credit and adult education, managing the development and administration of various grant funding sources for educational programs and projects at the college, as well as directing provision of non-credit education as appropriate to meet community needs. This classification is distinguished from the Dean level which has greater authority for overall academic operations.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Develops, directs, and manages the non-credit community education program; Develops concepts for grant funding, and other funding sources, coordinates planning with other campus areas; prepares, submits and manages grants;
- Supervises, directs, assigns and evaluates the work of faculty and other assigned staff; trains employees in work procedures, standards and safety practices; interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
- Works with business and industry groups, identifies needs for non-credit training and instruction such as high school equivalency, vocational topics, and basic language skills.
- Works with community groups and other educational institutions, identifies need for non-credit training and coursework such as basic language skills, life enrichment, special interest, and other adult education;

- Works with community-based organizations, assesses special needs of the community under grant funding, coordinates with faculty and other college staff, and initiates and assists with development of curriculum modifications, facility modifications, program modifications and special services to better serve the community;
- Identifies training resources and develops adjunct faculty. Supervises all aspects of operating an off-site facility, coordinating leases, subleases, maintenance, security, staffing and other issues with city and college agencies;
- Develops and maintains student support system or non-credit students;
- Prepares and manages the unit budget; monitors and approves expenditures;
- Prepares and/or manages the preparation of reports, correspondence, records and data, including required reporting.

#### **MINIMUM QUALIFICATIONS:**

##### Knowledge of:

Supervisory principles including work planning, training, direction and evaluation. Principles and practices of grant and other fund development, grant preparation and administration.

Principles and practices of, community training for adult education, and special population targeted instruction.

Principles and practices of needs assessment and program design for special programs, projects, outreach, and targeted populations.

Federal, state, community college and other regulations pertaining to special projects, Title V, and other grants, projects and programs.

Principles and practices of budget management.

Campus and community resources, capabilities and referral agencies.

Instructional and student support programs

##### Skill in:

Program management and evaluation.

Developing funding concepts, preparing and submitting grants and other funding applications, and managing and administering grants and other funding sources.

Reading, interpreting and applying applicable laws, codes, rule, regulations and requirements.

Establishing and maintaining effective working relationships with those contacted in the course of the work; including community-based organizations, business and other agencies.

Planning, organizing, managing and evaluating the work of others.

Preparing and managing budgets.

Establishing and maintaining a variety of records, data and required reports.

Preparing effective written reports and correspondence.

Effective oral communications.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings and other functions outside of regular work hours. As an exempt employee, the incumbent may be asked to work variable schedules. In accordance with Title V, must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A master's degree and three years of related administrative experience which includes work with targeted populations.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting.