COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM CLASS

TITLE: WORKFORCE DEVELOPMENT AND GRANT MANAGER

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, will plan, develop, and implement work-based continuum activities that prepare students for industry specific workforce skills. Plan, coordinate and manage grant-funded programs in support of ROP programs and services; manage contractual reporting requirements for assigned projects; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate, and manage grant-funded programs; ensure programs and funding allocations comply with local, state, and federal laws, rules, and regulations; participate in program/project development and implementation to meet stated goals, objectives, and outcomes.

Identify and pursue potential funding opportunities in support of ROP programs and services.

Identify, secure, and manage work-based learning initiatives for the organization. Collaborate, communicate, and create outreach and marketing activities with all stakeholders, including employers, intermediaries, industry partners, students and parents.

Develop and maintain strategic partnerships with business leaders, industry organizations, professional organizations, and other agencies to obtain opportunities for students in career-related learning including internships, mentoring opportunities, labor market panels, job interview panels, teacher externships, guest speaking, and other career/work related activities.

Develop strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special populations.

Develop and manage detailed project plans, including goals, objectives, deliverables, resource allocation, communication channels and timelines.

Manage data collection and timelines for fiscal and programmatic grant reporting requirements; prepare and submit reports as required.

Assist with budget development, spending, fiscal monitoring, and reporting of project budgets.

Knowledge and awareness of Career Technical Education and other programs offered by ROP; identify potential funding opportunities in support of ROP programs, courses, and services; identify and coordinate services and community resources to support agency programs and projects.

Prepare and manage grant applications, proposals, and contracts for public and private funding sources; develop systems and procedures to ensure the accuracy, validity, and timeliness of grants submitted.

Support program personnel in the coordination and facilitation of advisory and organizational committee meetings; document and notify administrators of advisory meeting outcomes related to grants and the accountability measures within designated grants.

Communicate with administrators, staff, business partners, and outside agencies to exchange information, coordinate activities and resolve issues or concerns; prepare and present informational presentations regarding ROP programs and services, as needed.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; arrange employee schedules and assign duties.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:
Participate in developing and monitoring team leadership activities.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Work-based learning initiatives
The needs of industry and business partners to expand the scope of existing services.
Program and budget development techniques.
Knowledge of effective administrative practices, techniques, and principles. Principles of supervision and training.
Record-keeping and report preparation techniques. Research methods.
Operational and instructional principles of Career Technical Education/ROPs. Basic public relations techniques.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Operation of standard office equipment including a computer and assigned software.

ABILITY TO:
An ability to inspire innovative thinking, generating original creative solutions to problems and bringing new ideas for new funding sources.
The ability to create a trusting environment that fosters creativity & innovation within the organization.
Meet and communicate with community and industry partners, staff, parents and students
Plan and organize work.
Speak effectively and deliver presentations to businesses, community, and industry partners
Demonstrate qualities of leadership, initiative, ability to speak and write effectively, broad knowledge and skills to collaborate and coordinate resources for students, schools, and community.
Process a variety of forms, reports, and applications.
Prepare and maintain a variety of accurate records and files.
Interpret, apply, and explain rules, regulations, policies, and procedures. Analyze situations accurately and adopt an effective course of action. Communicate effectively both orally and in writing.
Compile, organize, verify, and prepare data.
Prepare and maintain a variety of accurate records, files, and reports. Prepare and

deliver oral presentations.
Coordinate program services and community resources to meet the needs of educational programs. Prioritize and schedule work to meet deadlines.
Work independently and within a team environment. Supervise the performance of assigned personnel.
Establish and maintain cooperative and effective working relationships with others. Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Bachelor's degree and three years' experience in management, program development and implementation, project management, grant writing or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.