



# EL CAMINO COLLEGE

## PROJECT MANAGER

Classification: Supervisory Administrator  
Salary Range: 27

Retirement Type: PERS\*  
Board Approval: August 19, 2024

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### **KEY ROLES/RESPONSIBILITIES**

Under the general direction of an assigned administrator, manage all phases of a large project, grant, subcontracts, and/or project activities and programs. Provide leadership and direction for day-to-day project operations, work plans, administrative activities, and assigned personnel. Participate in the planning, design, and development of project protocols, data acquisition, data management, and analysis. Oversee and coordinate work plans, project-related budgets, and reporting of project results.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and Division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

### **SUPERVISION RECEIVED and EXERCISED**

- Receive general direction from an assigned administrator.
- Supervise, motivate, and evaluate the performance of assigned personnel, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

### **REPRESENTATIVE DUTIES**

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

#### **I. LEADERSHIP**

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of projects and the programs, activities, and services related

to the project. Articulate a clear vision of assigned projects. Lead and manage change as needed or directed.

2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within and among assigned project, division, and Area.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy.
5. Enhance innovation and participation to ensure ongoing sustainability of assigned projects, programs, and activities.
6. Be accountable for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement within assigned areas and implement actions to strengthen services to stakeholders directly and indirectly impacted by the project.
7. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.
8. Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

## **II. FUNCTIONAL RESPONSIBILITIES: College Level**

1. Provide effective oversight and ongoing guidance over all assigned project aspects, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
2. Monitor and improve the delivery of project-related services, programs, and activities. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
3. Support the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.
4. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned areas.
5. Provide timely operational, technical, and functional information to supervisor and other upline management, including the Area Vice President and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
6. Ensure that all project-related programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff.

**FUNCTIONAL RESPONSIBILITIES: Job Level**

1. Plan, organize, schedule, and coordinate project-related work plans and activities to meet established objectives and timelines. Develop and implement operating policies, procedures, and systems to support planned operations. Ensure project plans and processes are well-documented and communicated to personnel involved with project.
2. Manage project budgets. Provide financial forecasting, tracking, and reporting to supervisor. Monitor account reconciliation and budget status to ensure compliance with fiscal guidelines and regulations.
3. Interface with external agencies, project-related consortiums, and/or advisory committees to exchange information on project status and to build and maintain rapport to enhance potential opportunities for additional funding. Plan and participate in meetings, discussion groups, and other types of events to promote project visibility and to maintain currency with relevant program requirements and reporting deadlines.
4. Train, supervise, and evaluate assigned personnel, including temporary workers, student workers, or volunteers. Provide leadership and technical guidance to personnel assigned to project. Participate on interview panels as requested. Plan and staff project operations based on proposed project activities and timelines. Monitor progress of work performed by project personnel.
5. Coordinate with internal and external stakeholders to ensure successful implementation of project activities. Connect project operations with other administrative functions, programs, and activities happening on and off campus, as appropriate, to strengthen networks.
6. Manage and continuously monitor project work plans. Ensure plan requirements are on-track with established objectives and deadlines. Escalate issues to supervisor when project activities appear off-track or at risk of not meeting timeline requirements.
7. Monitor project compliance requirements. Develop and implement proactive and systemic plans to address or prevent potential risks to projects in consultation with supervisor.
8. Serve as a key resource for project-related information; receive and respond to project-related issues, problems, or complaints. Answer questions and provide technical information, assistance, or training to College personnel and external stakeholders, as needed. Interpret, apply, and explain grant-related rules and regulations and applicable College policies and procedures as related to projects.
9. Prepare and submit regular reports on project progress, activities, budget status, and outcomes to stakeholders and external agencies. Maintain open lines of communication with project stakeholders.
10. Maintain currency with relevant technology, standards, and best practices in project management. Identify and implement innovations to streamline, automate, or improve existing project management processes. Identify opportunities for program improvements and expansion.

**III. RELATIONSHIPS**

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.

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2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other departments within the Division and across the College to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate projects, implement assigned programs and activities, and provide information to others.
5. Attend a variety of administrative and staff meetings related to strategic planning, budgets, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the project, Division, and the College.
7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
8. Participate as an active member of the division's management team.

## IV. ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned projects and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
4. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner.
5. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree in a related field.

**Experience:** Three (3) years of full-time experience managing grant-funded projects in a related field.

## **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

## **DESIRED QUALIFICATIONS**

**Desirable Experience:** Five (5) years of full-time experience in the following areas: budget management, including experience with financial forecasting and reporting; working with grants, grant compliance regulations, and reporting requirements; leading and managing large-scale or highly complex projects.

### **Knowledge/Areas of Expertise: College Level**

- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration and consensus-building techniques.
- Computer systems and software applications related to assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, databases, spreadsheets, and word processing and specialized software.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned projects.

### **Knowledge/Areas of Expertise: Job Level**

- Understanding of effective accounting procedures and budget management techniques.
- Effective fiscal management strategies, including understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Grant proposal writing and special funding resources applicable to project oversight.
- Effective methods for conflict resolution and crisis management.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.

**Abilities/Skills: College Level**

- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socioeconomic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Respond promptly to requests and inquiries. Effectively resolve problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in resolving problems.
- Meet assigned schedules and timelines. Effectively manage working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain and secure confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle.
- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Maintain accurate and detailed records and reports. Prepare analytical reports, proposals, and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, press releases, promotional materials, and presentations as requested.
- Utilize effective planning and organizational skills. Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines.
- Work effectively within a unionized environment.

**Abilities/Skills: Job Level**

- Ability to identify operational issues and opportunities within areas assigned and make sound recommendations to improve outcomes within areas of responsibility.

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- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Ability to multitask and prioritize competing demands while meeting deadlines in a fast-paced and highly complex environment.
- Develop and maintain operational procedures, records, and documents for areas assigned.
- Effectively utilize computer technology for communication, data gathering, and reporting.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.*

***Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

#### **Work Environment**

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

#### **Physical Demands**

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands, wrists, and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

*\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*