Job Title: PROJECT MANAGER ECONOMIC DEVELOPMENT

SUMMARY
Under the direction of the Project Director or Dean, Economic Development, the Project Manager administers and implements activity related to specific work force and economic development grants and special projects. The scope of the project is limited to a specific area as specified through the requirements of the source of funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Plans and implements the required project programs and activities.

Assists in the identification and development of curriculum to support project activities.

Assists in the development of and provides technical assistance to targeted audience.

Markets project to clients and targeted audiences.

May be responsible for the presentation of instructional programs related to the program.

Schedules and coordinates services, workshops, seminars and conferences.

Assists project director in administration and implementation of project activities.

Screens potential technical consultants and staff.

Supervises assigned project staff.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Project area of focus including labor market conditions and emerging industry trends.
Training assessment, design and delivery based on measurable outcomes.
Principles of successful management, operational and fiscal accountability.
The understanding and sensitivity to the diverse socioeconomic, cultural, ethnic and disability backgrounds of the regional population.

ABILITY TO:
Communicate effectively both orally and in writing.
Operate a computer workstation including word processing, spreadsheets and relational database.

EDUCATION and/or EXPERIENCE
Any combination equivalent to: Bachelor's degree or higher in a related field and a minimum of three years administrative experience in project area.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid California drivers license and a driving record acceptable to the District for insurance purposes.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally to required to attend evening meetings and travel. May be required to work evenings or weekends.

Adopted: October 27, 1998
Revised: July 1, 2002