CLASS SPECIFICATION
Program Manager, Advanced Transportation and Security Technology

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under the direction of the Dean, Workforce Development or designee in the Office of Economic and Resource Development, the program manager plans, administers, updates, implements and evaluates activity related to specific workforce and economic development grants and special projects associated with advanced transportation and security technology, and perform related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans and oversees training in support of advanced transportation and technical security grant initiative programs and services; interprets and applies current, detailed knowledge of program-specific federal, state and local laws and regulations, grant and program guidelines/requirements and District policies and procedures to carry out program management duties; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve program and District goals, objectives and performance measures consistent with the District’s quality and service expectations; participates in coordinating and integrating program functions and responsibilities to achieve optimal efficiency and effectiveness; develops and recommends annual program/service calendar.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards as appropriate to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions. Recruits, selects, provides work direction to and monitors performance of independent consultants/trainers and student workers involved in carrying out program activities.

3. Plans and implements the development of the grant budget and monitors performance against annual program budgets, including the review and monitoring of program expenditures to grant funding and program requirements. Manages, tracks and maintains accurate fiscal records that meet governing regulations; responsible for grant report requirements.
4. Plans and implements effective student recruitment plans designed to fulfill grant objectives of both numbers and student qualifications.

5. Builds relationships with regional business and industry, community and governmental institutions that result in strong business advisory councils enabling the college to gather information leading to development or update of training and education content; provide opportunities for students in the areas of employment/internships/OJT; and open additional opportunities for business and industry to participate in college activities.

6. Identifies and tracks advanced transportation/technical security funding opportunities and is responsible for writing full project proposal submissions.

7. Works closely with other Economic Development and Workforce Development units to identify new industry trends and economic drivers to be used to inform program development; represents department and college on various college or community committees; serves as liaison with secondary school partners in the development of seamless education pathways in transportation/security technology; schedules and coordinates services, workshops, seminars and conferences in support of advanced transportation/security technology program development.

8. Produces, updates, maintains and submits a variety of comprehensive, accurate and specialized program reports which involve manipulation, analysis and interpretation of complex and technical information for financial reports, performance summary and accountability reports, quarterly and year-end reports, and personnel reports.

9. Develops, coordinates and conducts program outreach plans and promotional activities; makes formal and informal presentations to local business community and associations; participates in development, production and distribution of program marketing materials, including ads, website information, newsletters and brochures.

OTHER DUTIES
1. Attends college and community meetings, events, workshops, seminars, conferences and other program-related events, as directed.

QUALIFICATIONS

Knowledge of:

1. Emerging technologies in the areas of Advanced Transportation, Goods Movement Logistics and Security Technology issues, including labor market conditions and emerging industry trends, certification requirements and business and industry contacts.

2. Principles of successful grant writing to include identifying grant sources, understanding funder needs and requirements, research, evaluation and grant development communicated through clear and concise writing skills.
3. Principles of effective program management include developing and improving internal processes, budget planning and analyses, team building and cross functional team participation, delegation, decision making and achieving goals and objectives within a prescribed timeframe.

4. Federal, state and local laws, regulations and court decisions applicable to programs and areas of responsibility, including grant-funding regulations.

5. Training models, principles, theories, methods and techniques successful in providing services to diverse client groups.


7. Grant reporting requirements and participant tracking related to required performance outcomes.

8. Standard business software, including word processing, data base and spreadsheet programs.

9. Principles and practices of sound business communication both oral and written.

10. Principles and practices on consultant contract administration and staff supervision.

**Ability to:**

1. Effectively apply the principles and practices of management, project management, and supervision.

2. Effectively apply the principles and practices of employee training and supervision.

3. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding advanced transportation, and technical security issues.

4. Communicate clearly and effectively, both orally and in writing.

5. Interpret, apply, explain and reach sound decisions in accordance with Federal, state and local laws and regulations related to program administration, implementation and funding and District policies and procedures.


7. Operate a computer using word processing, database, spreadsheet and other business software and standard office equipment.

8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

9. Establish and maintain effective working relationships with District management, faculty, administrators, and staff; diverse community, business and industry contacts and clients; collaborative partner contacts; independent program consultant/trainers; the public and others encountered in the implementation of work requirements.

10. Work effectively and with sensitivity in a diverse, multi-cultural environment.
**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities above is graduation from an accredited college or university with a bachelor’s degree in business or a related field; and three years experience in program management or leadership experience related to advanced transportation and security technology; or an equivalent and relevant combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

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

**Physical Demands**
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.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, contractors, consultants, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. 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.