

**TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM**  
Whittier, California

**9151 (N)**

**GRANTS AND SPECIAL PROJECTS ADMINISTRATOR SALARY SCHEDULE**

**Adopted: 06-15-21**

**Certificated Administrative—12 month assignment, 40 hours per week**

**Effective July 1, 2021**

|        |           |
|--------|-----------|
| Step 1 | \$ 9,856  |
| Step 2 | \$ 10,165 |
| Step 3 | \$ 10,486 |
| Step 4 | \$ 10,824 |
| Step 5 | \$ 11,174 |
| Step 6 | \$ 11,452 |

Vacation Allowance

Personnel on this schedule will be entitled to 25 working days' vacation annually.

Monthly Allowance

Personnel on this schedule shall receive a monthly allowance of two hundred twenty dollars (\$220.00) for the use of his/her automobile and other related expenses.

Cell Phone

Personnel on this schedule are to receive a Tri-Cities ROP issued cellular phone for ROP business use, with no additional cell phone allowance.

Salary Placement

1. New management employees shall normally be placed on the first step of the appropriate range. However, when exceptional experience, education, ability, special knowledge or recruitment difficulties warrant, new management employees may be placed on a higher range by the Superintendent.
2. After initial placement, advancement on the schedule shall be one step each year based upon a satisfactory performance evaluation by the Superintendent. No step will be granted should the management employee's performance and evaluation not be acceptable.
3. Step increases shall be effective on the first day of each fiscal year.

## **BASIC FUNCTION**

Under the direction of the Superintendent, the Grants and Special Projects Administrator will organize and collaborate with Educational Services to manage, direct, and oversee grant funded programs, coordinate and collaborate with fiscal in managing fiscal operations of grant funded projects, supervise associated staff, and work closely with all related departments on the implementation and compliance of grants.

Responsible for supervising the College and Career Pathways Advisors and assisting in developing, planning, scheduling, and organizing the CCPA calendar.

## **REPRESENTATIVE DUTIES**

### ESSENTIAL DUTIES

- Prepare and write grant proposals and applications; ensure compliance to federal and state regulations.
- Develop strategic incentives that support grant request.
- Collaborate with various departments in the development of grant proposals for securing external funding.
- Develop goals and objectives for the submission of grants that are based on Tri-Cities ROP Strategic Plan.
- Manage and track existing grants and proposal submissions and their progress.
- Oversee special projects and grant-funded projects; assures programs and funding allocations are in compliance with local, state, and federal laws, rules, and regulations; participates in the development and implementation of policies and procedures to meet program goals and objectives.
- Provide leadership to staff in the planning, writing, program design, budget development, evaluation, implementation, and data collection of grants and grant activities.
- Coordinates and manages fiscal operations of special projects and grant-funded programs; monitors financial activity to assure compliance with federal regulations concerning grant-funded income and expenditures; works with fiscal services to ensure reimbursement claims are processed according to timelines.
- Provides grants activity, budgeting, data, and performance reports related to grant RFA.
- Provides technical expertise, information, and assistance to Superintendent regarding special projects and grant-funded projects; advises the Superintendent of unusual trends or problems and recommends appropriate corrective action.
- Compiles information and prepares a variety of auditable local, federal, and state-mandated reports concerning the status, progress, compliance, and financial activity of grant-funded projects; submits reports to appropriate agency or personnel according to established timelines.
- Coordinates and attends of a variety of meetings with public and private agencies; establishes and maintains contact with public and private agencies in the development of resources and services available to ROP students.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborates with outside organizations to meet the needs of students.
- Operates a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drives a vehicle to conduct work.

- Plans, organizes, and implements long and short-term programs and activities designed to enhance assigned programs and services.
- Attends a variety of meetings and trainings as assigned (travel may be required).
- Work with Data Specialist to compile data metrics for grant reports.
- Coordinate data metrics with CCPA's.
- Monitor quarterly grant reports in the NOVA system.
- Coordinate grant budget requests and expenditures with Accounting Supervisor.
- Work directly with the Superintendent to report grant information
- Develop and achieve objectives that are congruent with Tri-Cities ROP
- Develop and maintain systems and procedures to ensure school is aware of grant opportunities.
- Develop and implement systems and procedures to ensure successful grant-seeking efforts
- Develop and implement systems and procedures to ensure the accuracy, validity, and timeliness of grants submitted.
- Prepare and process necessary documentation and reporting affecting grants.
- Create and implement a development plan to maximize the influx of external funds.
- Develop, control, analyze, review, and monitor the grant budgets and accounts.
- Prepare, review, and maintain comprehensive statistical reports, records, and files.
- Meet grant fiscal and student reporting deadlines.
- Prepare a timeline of reporting for the grant.
- Create and implement activities to meet the outcomes of the grant.
- Prepare a timeline of all activities to ensure completion of the outcomes of the grant.
- Work with Fiscal Department to ensure proper revenues and expenditures are being recorded properly.
- Oversee and approve all expenditures of the grant and ensure allowable expenditures are being made.
- Prepare and present financial projections of the grant to Superintendent.
- Maintain up-to-date information on reporting requirements; submit state reports as required.
- Oversee the coordination of data collection and dissemination necessary for budget planning, development, and control.
- Create an annual report of findings, budget and outcomes of the grant, and present to Leadership Team.
- Ensure all regulations and district goals pertaining to fiscal management are met.
- Oversee all grant-seeking and ensure adherence to policies and goals of the organization.
- Responsible for all clerical duties necessary to implement the grant.
- Work with faculty to identify opportunities for dual enrollment in Career Education. In coordination with other dual enrollment efforts on campus, facilitate implementation of the Career Education dual enrollment initiatives.
- Coordinate all activities related to the CTE Transitions grant, track progress, manage budgets and prepare grant reporting. Support the goals of the Carl D. Perkins Career and Technical Education grant and the Strong Workforce Program by building pathways that are relevant to the outcomes targeted by these programs.
- Tri-Cities ROP related duties as assigned include, but not limited to assisting Director of Educational Services with Career Technical Student Organizations (CTSO), Carl D. Perkins funds for Secondary and/or Adult funds, ROP WASC, CalWORKS funding, student data reports for CDE, assist with Grant Expenditures, S-12 SWP and CTEIG applications. Other duties as assigned.

## OTHER DUTIES

- Perform other duties as assigned.

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

Education Code and Title V relating to Regional Occupational Centers and Programs.  
Applicable state and local laws, codes, rules and regulations related to assigned areas.  
Organization, supervision and management practices, techniques, and principles.  
Laws and regulations related to Career Technical Education programs.  
Behavior management strategies.  
Staff development and budget development and management.  
Interpersonal skills including tact, patience, and courtesy.  
Oral and written communications.  
Must demonstrate an advanced working knowledge of Microsoft Office.

### ABILITY TO:

Analyze situations accurately and adopt an effective plan of action.  
Provide leadership to others.  
Develop and maintain effective liaison relationship with participating school districts and employers.  
Prepare and maintain a variety of accurate records and files.  
Meet schedules and timelines.  
Plan and organize work.  
Work independently under organizational guidelines with minimal supervision.  
Communicate effectively both orally and in writing.  
Operate a computer and other office equipment as assigned.  
Be a good listener and give honest, constructive feedback.  
Effectively work with people, involve them in the decision-making process, build consensus and promote teamwork.  
Keyboarding skills at an acceptable rate of speed.

## EDUCATION AND EXPERIENCE

### EDUCATION:

- Master's Degree from an accredited college or university
- Administrative Services Credential
- Experience working in an ROP (JPA, school district, County office)
- Possession of a valid CTE teaching credential
- Five (5) years of increasingly responsible leadership experience overseeing and managing programs in an educational setting, which includes supervisory and/or administrative responsibilities.

### EXPERIENCE:

- Writing grants and funding proposals related to Career Technical Education
- Developing and monitoring budgets
- Making sound recommendations for both departmental and organizational implementation
- Preparing technical and assessment documents
- Supervising staff and managing teams

- Managing and executing large-scale, organization-wide projects and initiatives
- Supporting a strategic planning process

### **LICENSES AND OTHER REQUIREMENTS**

California Preliminary or Clear Administrative Services Credential

California Designated Subjects CTE Teaching Credential

Valid California Driver's License

### **WORKING CONDITIONS**

#### **ENVIRONMENT:**

Office environment.

Driving own vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and perform duties.

Sitting for extended periods of time.

Frequent driving to schools, meetings, conferences.

Available evenings and Saturdays as needed.