

**San Jose/Evergreen Community College District
Supervisor Job Description**

Position: Project Supervisor

Department: Workforce Institute

Location: District Office

Date: April 14, 2009

POSITION PURPOSE

Reporting to the Executive Director, Workforce Institute or assigned administrator, the Project Supervisor plans, organizes, and directs project services within the Workforce Institute's scope of services.

NATURE and SCOPE

The Project Supervisor is responsible for planning, implementing and supervising the activities and operations of the project, local, state and federal components, working with the business community, outside agencies and the general public to meet project objectives. The positions responsibilities include the direct and indirect supervision of full and part time staff as well as outside contractors. Project services may be delivered from the Workforce Institute or other locations as required.

KEY DUTIES and RESPONSIBILITIES

1. Stay abreast of current labor market information; conduct systematic environmental scans and customer satisfaction surveys; research and apply training best practices
2. Write clear, concise, grammatically correct proposals for contracts, grants, or other funding opportunities.
3. Establish and document program goals, objectives, policies and procedures.
4. Deliver services that ensure a consistently high level of customer satisfaction in a culturally competent manner.
5. Effectively supervise and evaluate the performance of assigned staff; train, counsel, and implement disciplinary actions according to district policies and procedures.
6. Ensure compliance with applicable grant, State and Federal guidelines and audit requirements; ensure project timelines are met.
7. Develop and strengthen partnerships with campus and off-campus community, including local businesses, community-based organizations, and others in a cooperative and responsive manner.
8. Develop and submit timely reports that demonstrate project goals are being met.
9. Prepare and effectively manage project budgets; facilitate the acquisition of supplies and equipment, maintain inventory control, approve program purchases.
10. Create and deliver effective oral presentations.
11. Identify and recommend training and performance solutions to meet specific client needs; conduct and evaluate business needs assessments; develop, evaluate, modify, and implement customized training programs. Engage in timely and responsive interactions with existing and prospective clients.
12. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Resources that provide current labor market information and trends.
2. Contracts, grants, and other RFQ proposal writing and submission procedures.
3. Principles and practices of effective project management.
4. Techniques for effective supervision and evaluation of technical and clerical personnel.
5. Working knowledge of teaching, mentoring, and tutoring techniques.
6. Compliance requirements for contracts and grants.
7. Interpersonal skills using tact, active listening, and courtesy.
8. Cultural competence.
9. Budget preparation and control.
10. Pertinent Federal, State and local laws, codes and safety regulations.
11. Effective gap analysis and need assessment methods.
12. Operation of a computer terminal and working knowledge of Microsoft suite of software products.
13. Effective written and oral presentation techniques.
14. Workforce development concepts, issues and policies.

Skills and Abilities:

1. Provide leadership to a specific project so that goals and timelines are met
2. Communicate effectively both orally and in writing in a culturally competent manner.
3. Prepare and deliver effective oral presentations.
4. Operate a computer terminal to enter data, maintain records and generate reports.
5. Plan, organize, prioritize, and schedule work.
6. Analyze situations accurately and adopt an effective course of action.
7. Train, supervise and evaluate personnel.
8. Travel to make presentations and attend meetings and events in the community; ability to travel to multiple locations within the same workday.
9. Flexibility to adjust work hours to meet project requirements.
10. Meet schedules and time lines.
11. Maintain current knowledge of program rules, regulations, requirements and restrictions.

12. Produce spreadsheets, reports, presentations, and marketing materials.
13. Develop and monitor a budget.

Education and Experience

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree preferably with a concentration in public administration, non-profit administration, business, or educational administration or any combination of education and experience for which similar knowledge and abilities could be acquired.
3. Five years of related experience in workforce development, community development, or public policy and experience in managing complex projects. Experience in sector-based work desirable.

Licenses and Requirements:

1. Must have car and valid driver's license.

Working Conditions:

1. Typical office environment.

Date Approved: April 15, 2009
Salary Range: S-144
EEO-Category: 2B2 – Other Professionals