

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Instructional Resources	Range: 11 (CL)	Management Schedule
Date Revised:	March 28, 2007	Date Approved:	
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the District Director of Fiscal Affairs, this position serves as the primary fiscal officer responsible for the management of grants and other specially funded programs in the District.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Reviews, processes and negotiates a variety of contracts, grants and other funding agreements for specially funded programs, projects and activities; serves as the primary liaison between the District and the granting agency on matters relating to grant management and accounting.
2.	Develops and coordinates financial accounting activities related to specially funded programs; reviews all financial reports; serves as the primary contact between the District and grant program auditors.
3.	Develops procedures for, and monitors budget activities and financial transactions for assigned programs and accounts; monitor expenditures and assure compliance with appropriate guidelines and regulations.
4.	Prepares and maintains comprehensive and detailed records and files related to grants, funding agreements, budgets and other aspects of specially funded programs.
5.	Prepares and assures appropriate distribution of state, federal, local agency and District mandated reports, financial or regulatory updates, and allocation adjustments for specially funded programs.
6.	Serves as the District VTEA IC Project and prepares the application and plan; prepares and submits all certification forms and calculates allocations; communicates with Information Technology personnel regarding VTEA reporting data and requirements.
7.	Maintains current knowledge of guidelines, regulations and legislation pertinent to grants and specially funded programs; provides training to District and campus personnel regarding compliance and accounting requirements.
8.	Attends a variety of campus, District-wide, state, federal and local agency meetings, conferences, and training sessions related to grants and specially funded programs.
9.	Prepares Board agenda items and budget resolutions as needed; prepares budgets and other documents for Board approval.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

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12.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
13.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Manager, Instructional Resources maintains frequent contact with various departments, staff, and outside agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination equivalent to two years college level course work in business or related field and four years responsible experience in a related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Possession of a Bachelor's degree in a discipline related to the assignment.

Experience working with state and federal categorical grants.

Familiarity with the Banner Finance system.

Experience working with individuals from diverse academic, socioeconomic, cultural and ethnic backgrounds.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal and state laws, guidelines and reporting standards applicable to categorical grants
Knowledge of generally accepted accounting principles as they relate to governmental agencies
Knowledge of the Community College Budget and Accounting Manual
Knowledge of budget preparation and maintenance
Ability to use computer applications including database, spreadsheet, and word processing
Ability to plan, organize and prioritize work
Ability to interpret, apply, and explain rules, regulations, policies and procedures
Ability to develop and implement policies and procedures
Ability to work independently with little direction
Ability to communicate effectively, both orally and in writing
Strong analytical and computational skills

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
