**PERALTA COMMUNITY COLLEGE DISTRICT**

**333 EAST 8TH STREET \* OAKLAND, CA 94606-2844**

[**www.peralta.edu**](http://www.peralta.edu/)

Berkeley City College – College of Alameda – Laney College – Merritt College

**CLASSIFIED MANAGEMENT JOB VACANCY**

**DIRECTOR OF SPECIAL PROJECTS**

**BERKELEY CITY COLLEGE**

**BERKELEY, CALIFORNIA**

**APPLICATION DEADLINE DATE: .[[1]](#footnote-1)**

*The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices.*

The Chancellor is pleased to announce the official search process to identify and select a Director of Special Projects for Berkeley City College. The Peralta Colleges are located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking an individual who will become part of the Chancellor’s team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The District serves six cities in the East Bay. The Peralta colleges have a reputation for developing effective approaches to serving the varied interests and needs of the community. The District was founded in 1964, serves 29,000 students, and is one of the top community college districts in California in transferring students into the University of California system.

Berkeley City College is just blocks from the University of California – Berkeley. The energetic new urban campus stands on the cutting edge of community college education. University preparation and occupational training classes form the core of the Berkeley City College curriculum, which also features model programs in fields as diverse as American Sign Language, Biotechnology, and Multimedia.

The new campus is located in downtown Berkeley, and houses state-of-the-art facilities assuring that the college meets the educational needs of students and the community. With the opening of the new facility, Berkeley City College is significantly expanding educational programs at the college and increasing student enrollment and community participation in college activities.

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Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

**THE POSITION**

Under the general direction of the College President and the Vice-President of Instruction, coordinates the implementation of the Title III Strengthening Institutions grant and other grants and initiatives that support the achievement of the college mission and grant objectives, including, but not limited to, the Basic Skills Initiative and other related grants. S/he is responsible for ensuring regulatory compliance and for the management of the project budgets. The incumbent works collaboratively with administrators and staff in the business office and grants office to support effective project management.

**DUTIES** **AND RESPONSIBILITIES**

* Plan, organize and coordinate implementation of the activities, services and operations of the Title III Strengthening Institutions grant project, including oversight of resources, contractors, faculty and staff, and outside evaluators
* Coordinate the implementation of the activities, and manage the budget and reporting for the Basic Skills Initiative and other related grants.
* Chair the Title III steering committee, coordinate meetings, set agendas, and maintain meeting records
* Manage program budget in collaboration with college and district accounting staff
* Implement project objectives according to the timeline established in the grant award
* Collaborate regularly with administrators and staff regarding budget, and on other matters as necessary
* Establish and maintain accurate, timely and complete recordkeeping processes, ensuring that all grant reporting requirements and restrictions are observed
* Administer data regarding participants and program outcomes
* Prepare and submit monthly reports to the college community on program activities and accomplishments
* Communicate an informed understanding of the objectives and outcomes of the program to grant staff, administrators, other college personnel, and the grant program officer
* Create and/or archive project documentation
* Attend meetings required by funding sources, which may require out-of-state travel
* Attend conferences relevant to the program and keep current with trends and developments in the fields of learning outcomes, assessment, and basic skills education
* In conjunction with the business office, coordinate and compile data and prepare grant reports
* Work with an outside evaluator to implement the evaluation plan, data collection instruments, and participate in evaluation activities
* Maintain relationships with business, labor, industry, governmental agencies, and community organizations
* Collaborate with Public Information to develop public relations materials and media information for distribution
* Performs other duties as assigned.

# **MINIMUM QUALIFICATIONS**

1. Possession of a Master’s degree from an accredited college or university.
2. Three (3) or more years of experience in grants and budget management.
3. Strong communications skills (written and verbal) and the ability to present complex academic information to diverse audiences.
4. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software) including the Internet
5. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

#### DESIRABLE QUALIFICATIONS

* Experience in coordinating and implementing programs in an educational setting
* Experience in project and budget management
* Experience with grant management and reporting preferred
* Excellent oral, written and interpersonal skills; excellent organizational skills
* Ability to work in a collegial setting with staff at all levels

#### APPLICATION PROCEDURES

1. Visit the Peralta website and click on the “Community” link or go directly to <https://peraltaccd.peopleadmin.com/> and click on the “Search Jobs” link to find this job posting. Should you decide to apply for this position and you have not already established an account, you will be prompted to do so. Your account will give you secure and ongoing access to check on the status of your application for the position. Required documents will include:
* **Current resume of experience, formal education/training and qualifications.**
* **Copies of supporting credentials, if applicable.**
* **Copies of transcripts from fully accredited college or university institutions*.*** *(Copies of diplomas will not substitute for transcripts.) (Finalists will be required to submit official transcripts from fully accredited college or university institutions prior to the final interview.)*

**Note: A written evaluation by an official foreign credentials/transcripts evaluation and translation service must be submitted for Foreign Degree(s) by the application deadline date.**

1. Applications for this position will only be accepted through the online process.
2. Travel expenses for the interview and selection process will be borne by the candidates.

***Appointment to the position is conditional upon the approval of the Chancellor.***

### SALARY AND BENEFITS

This is a full-time, twelve-month classified management position. The annual salary range is $80,000 - $100,000. Salary placement is commensurate with education and experience. **(This is a grant-funded position and thus is contingent upon continuation of funds)**

The Peralta Colleges proudly offer a competitive and comprehensive core of work-life benefits.\* Benefits may increase your total compensation by as much as 47%. Premiums are fully paid for you and eligible dependents for the following:

* Medical, vision, prescription drug insurance coverage with a choice of district-provided carriers.
* Delta Dental or Pacific Union Dental.
* Life insurance of $ 100,000.
* Long-term disability coverage.
* Employee Assistance Program.

In addition to your contribution, Peralta pays 11.03% of your salary to the Public Employees Retirement System (PERS). Retirement eligibility begins as early as age 50. After 10 years of creditable service, medical benefits in retirement are extended until age 65.

Voluntary benefits include Medical Care, Dependent Care and Commuting Reimbursement, 403(b) and 457 retirement plans funded through employee pre-tax dollars. Credit union membership and prepaid legal plan participation are also available.

Other benefits include 22 days vacation leave, 12 days sick leave, and 18 holidays.

\* Subject to change.

#### SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the District which include, but are not limited to, the following items:

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees will be given information to have their fingerprints taken at another location.

Immigration Requirement: According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

1. A citizen or national of the United States;
2. An alien lawfully admitted for permanent residence in the United States; or
3. An alien authorized by the Immigration and Naturalization Services to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy: A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination: Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

#### MISSION STATEMENT

The mission of the Peralta Community College District is to provide accessible, high quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

#### VISION

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Fair Employment and Housing Act and the Americans with Disabilities Act, requests for Reasonable Accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.

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1. *Appointment to this position is subject to availability of funds. See important detailed application procedures.* [↑](#footnote-ref-1)