

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

PROJECT SUPERVISOR

CMS Salary: Range 26

BASIC FUNCTION:

Under the supervision of the Vice President of Academic Affairs, plans, organizes, and oversees day-to-day operations of multiple instructional special projects, which may include, but not be limited to, the Airframe Manufacturing Technology Baccalaureate Degree, Dual Enrollment, Strong Workforce and the Mechanical and Electrical Engineering Degree Partnership with CSULB. Provides communication and support to outside agencies in partnership with the college in order to complete large Academic projects. Supervises and trains student employees.

REPRESENTATIVE DUTIES: *E – indicates essential duties of the position*

- Manages, plans, directs and organizes assigned projects (E)
- Coordinates communication with outside partners and college deans and chairs (E)
- Prepares and edits a wide variety of documents, including correspondence, reports, surveys, forms, charts, and other documents; (E)
- Provides the initial resource for information for students, faculty, industry partners, and educational partners in assigned projects. (E)
- Provides an interface between the community, business representatives, students, faculty and administration. (E)
- Maintains efficient tracking of all tasks and projects to ensure timely completion of all tasks and projects essential to the business of the division. (E)
- Coordinate preparation of brochures and program flyers with the office of the Executive Director of Marketing and Public Information (E)
- Manages tracking of student application packets. (E)
- Provides off-site presentations and coordinates marketing with the Office of Executive Director of Marketing and Public Information for assigned projects (E)
- Assists with creating, managing, maintaining, forecasting, controlling, reconciling and balancing budgets. Prepare and submit reports as required. (E)
- Maintain a variety of records including those of a sensitive and confidential nature. (E) Completes and submits required reports for maintaining compliance with the CCC Chancellor's Office, granting institutions, and local industry partners. (E)
- Compiles information and data from a variety of sources for reports and assists in the preparation of statistical and narrative reports from a variety of sources; conducts research as required; prepare, duplicates, and collates materials. (E)
- Organizes meetings as appropriate and attends meetings appropriate to assigned projects.(E)
- Provides training and work direction to student assistants, hourly personnel and others as assigned; participates as requested in hiring personnel and provide input regarding performance evaluations.
- Manages Inventory of equipment and supplies for assigned projects. (E)
- Provides training and work direction to student assistants, hourly personnel and others as assigned; participates as requested in hiring personnel and provide input regarding performance evaluations. (E)

- Assists with creating, managing, maintaining, forecasting, controlling, reconciling and balancing budgets. Prepares and submits reports as required. (E)
- Performs other duties as assigned

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college level work in the area of Business, Management or related coursework. (equivalent to an Associate's Degree) and four years of increasingly responsible and related work experience..

KNOWLEDGE OF:

Microsoft Office Suite and other software and hardware applications,
Modern office practices, procedures and equipment.
Financial and statistical record-keeping techniques.

Oral, written, and public communication skills.
Interpersonal skills using tact, patience and courtesy.
District organization, operations, policies and objectives.
Operation of office machines including computer equipment and applicable software.

ABILITY TO:

Perform responsible support duties for a dean or vice president.
Provide information and communicate effectively with College personnel, students and the public.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Compose correspondence independently.
Maintain records and prepare reports. Compile and organize data and prepare reports.
Operate a variety of office equipment such as typewriter, computer, printer, word processor, calculator and other equipment as assigned.
Learn and apply procedures, rules, regulations and terminology.
Work independently.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work and manage multiple projects simultaneously.
Work confidentially with discretion.
Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student assistants, hourly workers, and other clerical personnel as required.

CONTACTS: Co-workers, administrators, faculty, students, vendors, outside agencies, military recruiters, and the general public

PHYSICAL EFFORT: Sitting for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.
Bending at the waist, kneeling or crouching to maintain files.
Visually focusing upon computer screens and/or other records for sustained periods of time.

WORKING CONDITIONS: Office environment. Public meetings. Constant interruptions