THE POSITION

DISTRICT MANAGER,
INSTRUCTIONAL RESOURCES
Job #DEM996

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
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.

DUTIES AND RESPONSIBILITIES
Review, process and negotiate a variety of contracts, grants and other funding agreements for specially funded programs, projects and activities; serve as the primary liaison between the District and the granting agency on matters relating to grant management and accounting.

Develop and coordinate financial accounting activities related to specially funded programs; review all financial reports; serve as the primary contact between the District and grant program auditors.

Develop procedures for, and monitor budget activities and financial transactions for assigned programs and accounts; monitor expenditures and assure compliance with appropriate guidelines and regulations.

Prepare and maintain comprehensive and detailed records and files related to grants, funding agreements, budgets and other aspects of specially funded programs.

Prepare and assure appropriate distribution of state, federal, local agency and District mandated reports, financial or regulatory updates, and allocation adjustments for specially funded programs.

Serve as the VTEA 1C Project Director and prepare the application and plan; prepare and submit all certification forms and calculate allocations; communicate with Information Services’ personnel regarding VTEA reporting data and requirements.

Maintain current knowledge of guidelines, regulations and legislation pertinent to grants and specially funded programs; provide training to District and campus personnel regarding compliance and accounting requirements.

Attend a variety of campus, District-wide, state, federal and local agency meetings, conferences, and training sessions related to grants and specially funded programs.

Prepare Board agenda items and budget resolutions as needed; prepare budgets and other documents for Board approval.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring process.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

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

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.

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.

SALARY
$65,600 - $83,003 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Excellent fringe benefits including medical insurance.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

APPLICATION PROCEDURE
Reference Job #DEM996 in all correspondence. Request DISTRICT APPLICATION by visiting our website at www.nocccd.edu to download an application, contacting the Human Resources Office at (714) 808-4810, or e-mailing requests to hr@nocccd.edu. All application materials must be submitted with the DISTRICT APPLICATION as a complete package. A complete application package MUST include the following:

1. Completed CLASSIFIED MANAGEMENT APPLICATION.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate transcripts (may be unofficial).
Incomplete application packages and/or applications without signatures will not be considered. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Loose materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Drive, 9th Floor
Anaheim, CA 92801-1819

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 p.m. June 27, 2007. (Postmarks will not be honored.) Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by FAX or e-mail.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview, a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. The candidate selected for employment will be required to provide the following: verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.