

Director, IT DOL Grant

FLSA Status: Exempt

Pay Grade: 20

Job Title ID: 230505

Job Series/Job Family: Academic Program Support Series / Academic Program Support Family

Reports To

Dean, Computer Studies & Advanced Technologies

Job Purpose

To direct the staff and operations of the Department of Labor (DOL) Competency-based IT Instruction. Deliver the competency base accelerated Computer Programming Degree Modules.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Directs the planning, staff, daily operations, the development, implementation, and evaluation of the DOL grant.
2. Works with Project Lead, Department Chair, Faculty and Industry Advisory Committee in the development and implementation of Grant.
3. Directs the project and meets the timelines according to the deliverable dates dictated by the grant.
4. Directs, supervises and evaluates DOL Grant staff.
5. Assists in the development of the program strategic plan.
6. Manages the project plan and reports program budget to meet the DOL Grant objectives by 12/2015.
7. Establishes a 3 year project plan with deliverables.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Current principles and practices of Instructional Computing technology and applications in an education environment.
- Management and implementation of Grant technology project.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Project planning and management principles.
- Technology system development principles and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.

- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively supervising, leading, and delegating tasks and authority.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, network databases, project management software, courseware and multimedia production products.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is performed in a standard office environment.
- Occasional lifting of objects up to 10 pounds.

Work Experience

Required

- Three years work experience managing grants and/or project management, including one year supervisory experience with direct reports at the project level.

Preferred

- Work experience in an educational institution.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.