

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Project/Grant Manager

DEPARTMENT: Business Office

REPORTS TO: Vice President of Business & Administration

SUPERVISES: N/A

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/Date: 03/25/2021 Revision # 4 Date: 07/25/2022

TRAVEL: Occasional travel may be required

SALARY: \$60,000.00 - \$65,000.00 (Salary is commensurate with education and experience)

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 15 hours per month

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

The Project/Grant Manager is responsible for a broad range of duties in support of CNCC's mission and vision. This position will direct all capital construction projects, provide project management for emergency maintenance and controlled maintenance projects and will work closely with various departments, as well as internal and external constituencies, especially those perform responsibilities with the College's several active Grants/Funds. The Project/Grant Manager will ensure timely, complete and accurate reporting of grant/fund projects.

PRIMARY DUTIES:

- Provide project management for emergency maintenance and controlled maintenance projects college-wide ensuring that proper forms are submitted to the Office of the State Architect and that all rules and regulations are followed.
- Direct capital construction projects. Work with other interested parties during conception of projects.
- Initiate and execute feasibility studies, cost estimates and formulate budget and application documents.

- Develop personal contacts with other agencies in order to better facilitate the application and execution of projects.
- Keep a current understanding of State processes which are pertinent to such projects.
- When funded, direct the project through completion. Ensure that all phases of capital construction are completed in accordance with current rules, regulations, laws and codes.
- In concert with Controller, coordinate the timely, complete and accurate reporting of Grant and Fund awards
- Assist with contract/lease schedules and management
- Management of special projects/tasks as assigned
- Work with the Craig Campus, Foundation Office, Academics, Athletics, Student Services departments as needed
- Other duties as assigned by the Vice President of Business and Administration and/or the President

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. **Education and Training:** Bachelor's degree in Project Management, Business Administration, Technology Management, Construction Management or related field.
2. **Prior Related Experience:** A minimum of 2 years of experience in similar position.
3. **Licensure/Certification:** Valid driver license
4. **Equipment Skills:** PC, copier, printer, and other office equipment
5. **Other Qualifications:**
 - a) Microsoft Office (Word, Excel, PowerPoint). Heavy emphasis on knowledge and used of Excel.
 - b) Verbal and written communication skills
 - c) Excellent interpersonal skills - both in person and on the phone with a positive and professional demeanor
 - d) Time management skills
 - e) Multi-tasking

PREFERRED QUALIFICATIONS:

1. **Education and Training:** Master's Degree in Project Management, Business Administration, Technology Management, or related field.
2. **Prior Related Experience:**
 - a) 3-5 years of Project Management experience
 - b) Grant/Fund accounting/reporting experience
 - c) Community college experience

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing			X			
Walking			X			
Ability to be Mobile			X			
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing	X					
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person				X		
Talking on Telephone				X		
Hearing in Person				X		
Hearing on Telephone				X		
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____