

SOUTH TEXAS COLLEGE
Job Description

Job Title: DIRECTOR OF GRANT DEVELOPMENT, ACCOUNTABILITY,
& MANAGEMENT SERVICES
Department: Office of Accountability and Management Services
Reports To: The President
FLSA Status: Exempt
Prepared Date: August 9, 2001; Revised August 2004

SUMMARY

The Director is responsible for overseeing and supervising the functions of the Office of Grant Development, Accountability and Management Services and ensuring that all office functions are properly executed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plans, manages, and integrates the components of performing multiple internal control reviews and management services projects
2. Supervises internal control reviews and management services projects assigned to Internal Controls Analysts and Accountability Technician
3. Performs academic and departmental reviews, giving specific attention to program effectiveness, operational efficiency, accreditation, compliance, and institutional purpose and policy
4. Researches, analyzes, and diagnoses problems and implements solutions by working closely with department personnel and management
5. Advises senior-level personnel (management) and persuades them to act on the department's recommendations for improvement
6. Reports the review and project findings to the President, Vice Presidents, and Management
7. Manages the grant development for the College
7. Consults with the President, Vice Presidents, and Management on issues of accountability and processes improvement
8. Consults with the President, Vice Presidents, and Management on issues related to audits conducted by external agencies
9. Consults with various departments of the institution on issues related to data archival, standard operating procedures, separation of duty, quality control, public accountability and compliance
10. Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

Supervises the Office of Accountability and Management Services Staff

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possesses a strong background in program review, assessment, or operational/fiscal auditing
2. Excellent communication and interpersonal skills and a demonstrated commitment to the community college philosophy of education

3. Ability to acquire an immediate understanding of the internal operations of a department or division within the institution and quickly recognize areas of activity requiring improvement, correction or standardization
4. Ability to interact effectively with a diverse, multi-cultural student population
5. Strong background of computer equipment, including word-processing, spreadsheets, and databases

EDUCATION and/or EXPERIENCE

Masters degree preferred. Experience in related field and collegiate environment preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business procedural manuals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, and governmental agencies.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.