



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOU – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094
TELEPHONE NO. (530) 938-5317
FAX NO. (530) 938-5506
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MANAGEMENT VACANCY REOPENED – REVISED MINIMUM QUALIFICATIONS

POSITION: **PROGRAM GRANT MANAGER, ALLIED HEALTH**

FINAL FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW: DECEMBER 14, 2009

LOCATION: **YREKA**

SALARY: **\$ 3,661 PER MONTH**

JOB NUMBER: **2009-10-03**

General Summary

The Allied Health Program Grant Manager will organize, direct and provide oversight for a county wide effort to establish, develop, and coordinate allied health programs at the Rural Health Sciences Institute. This project will build on the Nursing Program at College of the Siskiyous. This position will work closely with the local Workforce Investment Board and S.T.E.P. to coordinate job development activities related to Allied Health careers.

Essential Duties and/or Responsibilities:

- Supervise the provision of all services and the development of instructional programs in the Allied Health program.
- Supervise any assigned support staff.
- Organize, call and conduct constituent meetings as needed.
- Meet with various parties and groups to facilitate various aspects of the program as needed.
- Ensure compliance with federal or state regulations and requirements related to Allied Health programs.
- Prepare reports, correspondence, program literature and may be asked to present findings at various conferences and organizational meetings.
- Develop and maintain positive on-going relations with participating and perspective Siskiyou County educational representatives, schools, colleges, government officials, state agencies, and local agencies.
- Manage grants and program budgets, approve purchases; monitor for compliance with grant commitments.
- Interface with college representatives to maintain funding records, invoicing, and participant payments.
- Manage, track, and keep records related to all parties participation in the project.
- Perform related duties as assigned.

Minimum Qualifications

1. Bachelor's degree from a regionally accredited college or university.
2. At least one (1) year experience in administration of grant-funded programs or business management.

Preferred Qualifications

1. Master's degree in business or related field from a regionally accredited college or university.
2. Recent experience in an Allied Health related field.

Knowledge of:

- principles and practices of curriculum development;
- budgeting;
- conducting meetings;
- working with various groups in a business/educational setting;
- record keeping;
- grant policies and procedures;
- privacy laws;
- budget preparation and management;
- PC and related software; high school and postsecondary graduation requirements.

Ability to:

- provide leadership and program management;
- communicate effectively verbally and in writing;
- operate a PC and related software;
- maintain effective working relationships with other people.

Licenses and Certifications

When using a district vehicle a valid California driver's license and evidence of appropriate automobile insurance based upon DMV regulations is required.

Assignment & Salary

The entry-level salary for this 40-hour per week, 12-month per year exempt position is \$3,661 per month.

This is a grant-funded position to be reviewed annually. Continuation is contingent on renewed funding.

Benefits

The District offers competitive health, vision, and dental insurance for the employee and dependents. Employees contribute a percentage of their salary toward the Medical Benefits Program. The District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

Physical Effort/Work Environment

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions, uses personal vehicle and occasionally works in evenings and/or on weekends. The noise level in the work environment is usually moderate.

Application Procedure

To be considered for this position candidates must submit all required documents prior to 4:00 p.m. on Monday, December 14, 2009. Postmarks are not accepted. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

Required Documents

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Ave.
Weed, CA 96094

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- A letter of application summarizing how you meet the minimum qualifications.
- Current Resume
- Transcripts of college work (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation)
- A List of four professional references. Include the reference's title and current contact information.

Please note: Additional materials may be submitted with the required materials.

Information about this position may be requested by writing, calling or emailing:

***Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5506
HR@siskiyous.edu***

Screening Process

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

Conditions of Employment

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicant requiring reasonable accommodations in completing the application or interview process must notify the Human Resource Office in advance.

College of the Siskiyous is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, gender, age, marital status, disability, political affiliations, sexual orientation, or beliefs.