

## **Sierra Adult Student Support, Education, and Training Services**

### **Sierra Joint Consortium**

### **PROJECT MANAGER**

### **Independent Contractor Scope of Work**

#### ***Primary Duties and Responsibilities***

The Project Manager, in consultation with the Sierra Joint Consortium Steering Committee, will lead the Sierra Joint Consortium through planning, implementing, organizing and monitoring, controlling and evaluating all aspects of the project in accordance with current Sierra Joint Consortium Work Plan with respect to AB 104, the Adult Education Block Grant (AEBG) implementation on file with the AEBG office, and Consortium policies and Bylaws.

#### ***Plan the project***

- Develop milestones and timelines, track and report goals, outcomes, and deliverables, to all program stakeholders.
- Define the scope of the project.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Determine resources (time, money, equipment, etc) required to complete the project.
- Develop a schedule for project completion that effectively allocates resources to the activities.
- Review the project schedule with Steering Committee and all other staff that will be affected by the project activities; revise the schedule as required.
- Determine the objectives and measures upon which the project will be evaluated at its completion.

- Monitor member compliance with Bylaws and policies.
- Keep members informed of project deliverables, timelines, deadlines.

### ***Implement the project***

- Execute the project according to the project plan.
- Develop forms and records to document project activities.
- Establish files to ensure that all project information is appropriately documented and secured.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Establish and maintain a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- Lead planning teams in the formulation, implementation, and evaluation of program objectives and priorities.
- Develop agendas for steering committee meetings and distribute prior to meetings.
- Facilitate and participate in steering committee meetings, and attend other meetings as needed/directed by the steering committee.
- Manage planning budget in collaboration with consortia members and accounting staff.
- Promote shared leadership strategies between and among member and partner agencies and project work groups.
- Facilitate communications between and among member and partner agencies and project work groups.

- Make presentations and provide status updates on consortium activities to committees, community groups, boards, or service organizations.
- Participate and provide feedback about marketing materials and outreach efforts.

### ***Organize and monitor the project***

- Write reports on the project for management and for grant monitoring requirements.
- Communicate with consortium members regarding grant requirements.
- Monitor and approve all budgeted project expenditures.
- Monitor cash flow projections and report actual cash flow and variance to Steering Committee on a regular basis (monthly/bimonthly).
- Manage all consortium funds according to established accounting policies and procedures.
- Ensure that all financial records for the project are up to date.
- Prepare financial reports and supporting documentation for (select better word) Consortium as outlined in funding agreements.
- Monitor statewide AB 104 progress and provide information to the SJC Steering Committee.
- Participate in weekly Adult Education webinars and share relevant information with consortium members.
- Monitor consortium activities to promote alignment with project plan priorities and the objectives of AB 104.
- Ensure all project timelines & deadlines are met.
- Organize and manage logistics for regular meetings including teleconferences or in-person meetings including agenda, minutes, and follow-up actions.

- In consultation with the Consortium Steering Committee, recruit, interview and assist with selection of Consortium staff and/or volunteers with appropriate skills for the project activities.
- Ensure that all project personnel receive an appropriate orientation to the organization and the project.
- Monitor group progress and recommend improvements.

### ***Evaluate the project***

- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase.
- Collect and analyze a variety of complex data and information; provide analysis as requested.
- Provide written and oral reports and presentations as needed and as directed by the steering committee.
- Carry out other duties and responsibilities as assigned by the Sierra Joint Consortium Steering Committee and Oversight Committee.

### ***Qualifications***

#### ***Education and Work Experience***

- Minimum of Bachelor's degree, master's degree preferred
- Three or more years of experience in the education sector as an administrator in K - 14 or equivalent.
- Experience with developing and monitoring budgets in excess of \$1 million.

- Preference given to candidates who possess significant experience and knowledge of Adult Education and/or Community College systems, and two years of project management experience.
- Working knowledge of office and project management software including, but not limited to, Google Docs and Microsoft Office Suite.

***Additional Information:***

- Contractor fee for service not to exceed \$80,000 (consortium discussion needed). Contractor is responsible for submitting W-9 information to Roseville Joint Unified High School District. Invoices for service to be submitted monthly to (Roseville Adult School Principal) and (Roseville Joint Union High School District Assistant Supervisor, Business Services ).
- Contractor to provide personal liability insurance.