Mt. San Jacinto Community College District

Project Director Responsibilities

As the project director you will have overall responsibility – fiscal and programmatic – for the conduct of the project described in the proposal and/or the awarding document. In that role, you will be responsible for the following:

- Establishing and maintaining effective working relationships with representatives from all operations of the district that are impacted by the implementation of the grant
- Preparing interim and annual performance reports
- Fully understanding the terms and conditions of the grant you are responsible for directing
- Participating in all mandatory training workshops provided by the Institutional Effectiveness/Grants Office: best practices approach to grant management, audit-readiness, year-end closing requirements and yearly retraining, if required and any granting agency training
- Providing a copy of all program reports, grant award documents, completed grant applications, and any documentation reflecting agency approved revisions to the Institutional Effectiveness/Grants Office
- Maintaining a calendar of significant deadlines for the grant you direct
- Facilitating communications among all stakeholders (e.g. district, campus and external partners)
- Ensuring compliance with the grant agreement, all applicable federal, state and other regulations listed in the grant award, and adhering to district policies, including those related to year end closing and budget development
- Ensuring that the budget and associated expenditures in the district's ledgers (Galaxy) accurately reflect the approved budget awarded by the granting agency
- Keeping records suitable for audits
- Accurately monitoring all expenditures over the course of the grant
- Preparing and submitting all required Board materials and fiscal transactions, such as budget transfers
- All program and fiscal reporting connected with the grant, including adherence to reporting deadlines
- All fiscal reports require review by the District Grant Accounting Office prior to submission. A minimum of one weeks' lead time should be allowed for these reviews