**Project Director** (FT)

**Location**: Dougherty County Campus and Bainbridge Campus

This is a grant funded position funded by the US Department of Housing and Urban Development

Albany Technical College and Southern Regional Technical College seeks a well-qualified, highly motivated individual to fill the position of Project Director for the Community Development Block Grant (CDBG) Disaster Recover (DR) grant. He/ she will be responsible for the overall direction, coordination, implementation, execution, and completion of the four-year CDBG-DR project, ensure consistency with agency strategy, initiatives, and goals to include acquiring resources and coordinating the efforts of team members in order to deliver projects according to plan.

Under general supervision, the Project Director creates and executes project scope, goals, milestones, and deliverables, identifies resources needed, assigns individual responsibilities, manages day-to-day operational aspects of a project work plan, and revises as appropriate to meet changing needs and requirements. The Project Director facilitates team and client meetings, holds regular status meetings with project team, coordinates data collection and generates reports using Microsoft Word, Excel, and PowerPoint. He/she will provide general coaching and supervision for team members and conduct annual job performance evaluations on project team members. In addition to developing and delivering progress reports, proposals, required documentation, and presentations, he/she will complete necessary tasks and assignments associated with developing, drafting, revising, explaining, and implementing policies and procedures. The Project Director is responsible for the management of the project budget, prepares budget amendments, forecast expenditures, maintains accurate budget and expenditure files, and identifies discrepancies. He/she is a self-starter and problem-solver with strong initiative and ability to design, implement and evaluate projects and demonstrated ability to create positive learning environment.

The Project Director also, maintains good rapport within the organizations, with private sector representatives and the general public by being courteous, cooperative, and conscientious, serves on committees as needed, and participates in required staff development activities. He/she should have good oral and written communication skills.

**Minimum Qualifications:** The applicant MUST possess a Bachelor’s Degree from an accredited college or university in a related field \*AND\* have at least five (5) years of related work experience or a Masters Degree with a minimum of 2 years of related work experience.

**Preferred Qualifications:** The applicant MUST have favorable prior work experience in project management. Experience working with first-generation, at-risk, low-income, or under-prepared populations, demonstrated experience in administration of projects, training and supervision of staff, organization and management of programs, budgets, activities, policies and procedures, and experience using computerized software.

**Physical Demands:** The employee occasionally lifts or moves objects of a light to medium weight. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

**Travel:** Moderate travel will be required. This is a consortium project between two TCSG institutions. The applicant will be required to split their time between the two institutions to ensure project goals, objectives and budget are properly managed and executed.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline: For best consideration, applications should be received by December 1, 2022.** Position will remain open until filled. All application packets MUST be completed via the Online Job Center at [www.albanytech.edu](http://www.albanytech.edu); please click on Albany Tech Employment, or apply at <https://southernregional.edu/employment> . As part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702 or hr@southernregional.edu. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may require a motor vehicle record search, credit history check, and/or drug screen. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College and Southern Regional Technical College are an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Dorene Aquino, HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.6597 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |

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| **Title IX Coordinator:**  Darbie Avera  SRTC-Moultrie Veterans Parkway Building A   (229) 217-4145 | **Equal Opportunity Officer:**  Employment Related: Mary Beth Watson,  HR Director  SRTC-Moultrie Veterans Pkwy  (229)-217-4207  College Access: SRTC-Thomasville  Building A  (229) 227-2676 | **Section 504 Coordinator:**  Connie Barrett,  SRTC-Thomasville  Building A  (229) 227-2676 |