

Job Description

Position Title: Innovation Solutions Program Manager

Job Family: Workforce Development

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Innovation Solutions Program Manager performs a wide array of complex duties that support the WDI's Innovation Team to create a stronger, college-wide culture of innovation at Pima Community College (PCC). The Manager provides leadership, management, and support across PCC campuses and departments to implement PCC's Innovation Framework as a key PCC strategic priority.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Introduces and delivers comprehensive Innovation education and training program for internal PCC stakeholders, including administrators, faculty, staff, and learners.
2. Coordinates with deans, department heads, and faculty that lead to the creation of effective, efficient Innovation training programs and successful outcomes.
3. Collects, analyzes, and reports data related to PCC's Innovation activities.
4. Collaborates with internal colleagues on program/project data collection and timelines.
5. Manages the budgeting, reporting, and other fiscal duties for funding from various sources, in partnership with PCC Office of Sponsored Projects and in partnership with the Pima Foundation
6. Works collaboratively within Workforce Development and Innovation and across PCC to plan and execute the development of PCC-wide Innovation initiatives, including special programs, projects, and pilots.
7. Coordinates and delivers Innovation training/programming and related activities for administrators, faculty, staff, learners, and other key stakeholders.
8. Manages internal and external Innovation-related communications that foster partnership and collaboration among stakeholders.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of principles and methods for promoting programs and services
3. Skill in budget/resource management
4. Skill in effective communication (both written and oral)

5. Skill in organization, coordination and management
6. Skill in program development and process improvement
7. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study or a field of study related to innovation management required.
 - Master's degree in a field of study related to innovation management study is preferred.
 - Three (3) to five (5) years of related experience with professional-level program management experience
 - One (1) to three (3) years of supervisory experience required.
 - Five (5) to eight (8) years of related experience that may include innovation management, management consulting, project/program management, product development, or others preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours