CLASS SPECIFICATION
Grants Coordinator

FLSA Status:
EEOC Job Category:
Union Representation:

GENERAL PURPOSE
Under general supervision, coordinates, organizes, oversees and monitors District grant research and development in designated department/program areas; administers or participates in ensuring and monitors District compliance with federal, state and/or local grant regulations, rules and requirements; acts as District technical and resource liaison in grants development/administration; updates and maintains a variety of comprehensive grants reports, records and files; coordinates, oversees, implements or performs a variety of administrative, technical tasks in support of assigned department/program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Grants Coordinator is responsible for coordinating, organizing and conducting activities related to grant development, administration and/or compliance in assigned department/program areas. Dependent on department/program assignment, an incumbent may also be responsible for day-to-day administration and management duties for assigned, awarded grants programs. Work requires an ability to produce clear, concise, thorough, timely and accurate grant proposals and reports in multiple and diverse areas and a detailed knowledge of multiple grants’ terms and conditions to carry out compliance responsibilities. Additionally, an incumbent may supervise a small support staff and must be able to effectively work with and provide technical and specialized training and guidance to District staff, management, faculty and administrators at all levels and/or from a variety of departments/programs. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Grants Coordinator is distinguished from other professional District classes in that incumbents in the former class are responsible for performing multi-faceted, technical and specialized duties in the development, administration and compliance of multiple District-wide grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, organizes, oversees and monitors District grant research and development in designated department/program areas; researches, identifies and evaluates appropriateness of grant opportunities in relation to District mission, goals, objectives, organization, structure and operating practices; introduces and provides detailed information, explanations and clarifications regarding grant opportunities to relevant District faculty, staff, management and/or administrators, as appropriate;
confers and coordinates with faculty, staff, management and/or administrators to develop proposal concepts, budgets, timelines and work plans; analyzes, interprets and incorporates relevant data and information, including statistics, needs assessments and trend information; organizes, drafts and edits comprehensive grant proposals and/or letters of inquiry, as applicable; accesses and navigates appropriate systems and channels, including the federal government's on-line repository, to submit proposals within required time frames and closely track proposal status; interprets and applies understanding of federal, state and/or private foundation requirements/regulations in proposal development and submission and tracking processes.

2. For assigned grant programs/projects, administers and/or participates in ensuring and monitors District compliance with federal, state and/or local grant regulations, conditions, terms, rules and requirements; provides technical guidance and support in the development of and participates in review and evaluation of assigned programs’ processes, practices, documentation and tracking systems to ensure compliance; within scope of authority, reviews and analyzes grant project expenditures and/or expenditure requests to ensure compliance; may conduct and oversee program/project site visits to ensure grant compliance; analyzes, develops and recommends improvements/resolutions, as appropriate.

3. Prepares, updates and maintains a variety of comprehensive, accurate and specialized grants reports which involve multiple formats and manipulation and analysis and interpretation of complex and technical information for submission to granting agencies and/or District management; may develop, design, use and submit forms, surveys and other materials related to grants administration; establishes, organizes, maintains and updates specialized and comprehensive grants files and records.

4. Acts as District’s and/or department’s/program’s technical and resource liaison in grants development/administration by performing one or more of the following duties: responds to inquiries from and provides technical training and support to District faculty, administrators, management and/or staff on grant management/administration, including expenditure, hiring, payroll, procurement, reporting and fiscal compliance requirements and District policies and procedures related to grant administration; interfaces with multiple District contacts to troubleshoot grant proposal/administration issues and identify appropriate solutions; develops and conducts training orientation sessions and other special workshops related to grants development and administration for District personnel; represents the District at grant technical workshops, bidders’ conferences and teleconferences; develops and implements Memorandums of Understanding with collaborative partners.

5. Coordinates, oversees, implements and performs one or more of the following administrative, specialized or technical duties in support of assigned department/program: participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department/program and District goals, objectives and performance measures consistent with the District’s quality and service expectations; selects, trains, provides work direction to and monitors performance of clerical or other assigned staff; reviews and monitors department/program budget expenditures; updates and maintains department webpage content; screens faculty conference requests; updates information and resources in grants reference library; drafts board action contract requests; drafts grant project articles and publishes grant announcement newsletters; coordinates and oversees purchasing and/or maintenance of assigned facilities and equipment, including general office equipment and/or mobile van for program duties.
OTHER DUTIES

1. May serve on other District committees, as assigned.
2. May attend workshops, seminars, meeting or other events, as assigned.
3. May conduct Grant Advisory Committee meetings, in Director’s absence.

QUALIFICATIONS

Knowledge of:

1. Resources and reference materials available to identify grant opportunities.
2. Resources and reference materials available to compile demographics and other specialized information related to grant proposals.
3. Federal, state and private granting/contract agencies’ organization, structure, practices, processes and advanced terminology related to grant development, submission, administration and compliance.
4. Federal, state and local laws and regulations and District policies and procedures related to grant development, submission, administration and compliance.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Uses of word processing, spreadsheet, presentation, database and other software to complete proposals and reports and access and maintain a wide variety of grant-related data and information, including technical and specialized data.
7. Principles and practices of public administration, including budgeting, accounting, purchasing and maintenance of public records.

Ability to:

1. Communicate clearly and effectively, both orally and in writing.
2. Compile, analyze, calculate, interpret and apply complex statistical and other technical information appropriately and accurately in grant proposal development.
3. Advise, guide and provide ongoing support to District faculty, management, staff and others in grant development, management, administration and compliance, including clarification of matters that may be technical, difficult and/or obscure, development and performance of formal and informal training, as appropriate and problem-solving assistance on complex and sensitive grants-related issues.
4. Operate a computer and appropriately use word processing, spreadsheet, presentation, database and other software.
5. Exercise sound, independent judgment within general policy guidelines.
6. Oversees maintenance of confidential and specialized records and files.
7. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
8. Establish and maintain effective working relationships with District faculty, management and staff; granting agency and/or collaborative partner contacts; grant professionals; students; and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a bachelor’s degree in communications, journalism, public administration, business administration, a social science, English or a closely related field; and at least three years of progressively responsible grant-writing, administration or compliance experience, preferably in an Educational setting; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, an employee is regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with District faculty, management and staff; granting agency and/or collaborative partner contacts; other community college grant professionals; students; and others encountered in the course of work.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.