

GRANTS SUPPORT SPECIALIST

DEFINITION

Under direction, performs technical administrative work in support of grant development activities; helps administer a comprehensive program that assists faculty, staff and management in applying for grant and special funds to support college programs and initiatives; assists with reviewing, preparing and supporting grant proposals; helps ensure that grant funded programs are in compliance with grant terms and conditions; receives, reviews and processes financial and other status reports, and forwards to funding agencies; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized technical administrative class within the Yosemite Community College District (YCCD). The incumbent has complex technical responsibilities that require specialized knowledge of grant development and administration areas in order to make decisions and complete assignments.

SUPERVISION RECEIVED AND EXERCISED

The incumbent in this class works under the direction of a senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. The incumbent plans and/or determines specific procedures or equipment required to meet assigned objectives and solves non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full time employees on a regular basis.

EXAMPLES OF DUTIES *(Illustrative Only)*

- Coordinates and performs specialized technical work in support of grant development functions.
- Reviews existing grant program and fiscal reports to ensure that they comply with applicable federal, state and/or local laws, regulations and rules, or to otherwise verify that they meet the requirements of the funding agency; forwards reports and status information to the appropriate agency.
- Reviews contract and grant requirements for District staff and program managers; provides coordination with and liaison to funding agencies regarding complex problems and issues; evaluates the consequences of proposed changes to existing terms of agreement, proposed grants, contracts, budgets and program activities; assists managers in identifying alternative solutions and resolve budget, compliance and reporting issues.

- Researches/compiles grant and program data; coordinates document development/preparation and helps edit submissions for clarity and completeness; evaluates documents for compliance with sponsor standards and parameters as well as District policies; facilitates the submission process through the use of mail, internet or other delivery means to meet deadline requirements.
- Provides assistance to managers and program staff by coordinating and/or preparing contractual changes such as budget revisions and/or work plan adjustments; helps file changes with funding agencies in a timely manner.
- Maintains and updates files and record systems pertaining to grant applications, awards, reports and audit trails; maintains an automated grants database for all competitive and categorical grant programs.
- Serves as a technical resource to others regarding grant development processes; explains and interprets policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public.
- Assists management in identifying new grant opportunities; attends meetings, conferences and other events to learn about grant options; monitors legislation that may have a District impact and may result in grant opportunities.
- Assists with preparations for site visits and audits; assists with the preparation of special audit files, reports and other information as needed.
- Prepares and presents in-service trainings designed to inform and educate District employees regarding grant opportunities and requirements.
- Develops and runs complex computerized queries; tabulates and summarizes data; identifies trends and concerns; prepares summary reports.
- Organizes, plans and develops work accomplishment time lines.
- Enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
- Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may update web pages.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Advanced technical administrative functions pertaining to grant administration.
- Laws, codes and requirements governing grant administration and community college funding.
- Advanced technical principles and practices of organization and administration, budget preparation, and fiscal record keeping.
- Modern office methods, forms, and equipment.
- Operation of common office equipment, including a word processor and a personal or on-line computer, facsimile (FAX), photocopiers and printers.
- Statistics and technical research methodologies.
- Advanced principles of language mechanics, report writing and research methods.

Ability to:

- Understand and apply complex laws, regulations, policies and requirements.
- Plan, organize and lead administrative activities related to grant development and administration.
- Prepare and maintain accurate budgetary and fiscal information; receive, review and process financial and other status reports, and forward to funding agencies.
- Initiate and complete work assignments with a minimum of direction, exercising sound independent judgment within policy guidelines.
- Recognize administrative problems and implement effective solutions.
- Operate standard business computer hardware and software applications.
- Compile data and information; prepare comprehensive reports as well as confidential and sensitive material and documents.
- Adapt to changing priorities and requirements in a fast paced environment.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of an associate's degree from an accredited college, with major course work in business administration or a closely related field.
- Experience: Four years of increasingly responsible administrative support experience, including two years performing technical administrative work related to grant development, budgeting and administration. Experience in an academic setting is desirable.

Special Requirements:

- None

Class Adopted: 03/01/09

Class Amended: XX-XX-XX