

GRANTS OFFICE MANAGER**DEFINITION**

Under general administrative direction, manages and coordinates grant activity for the District, including ensuring compliance with all internal policies and procedures, reviewing and assisting with grant proposals, reviewing grant reports, communicating with funding agencies, and monitoring overall contract compliance.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level class for Grants administration within the YCCD. Incumbents in this class perform highly complex, advanced level duties associated with grant administration and compliance. Incumbents work independently to coordinate the operational needs of District grant activity.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Director of Accounting, Grants, and Compliance. Incumbents plan and/or determine specific procedures required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the manager. Incumbents in this class directly supervise other full-time employees in their assigned unit and use the most advanced professional knowledge of grant compliance and administration to make decisions and coordinate assignments.

ESSENTIAL DUTIES

- Analyzes, interprets and apply Federal, State, Local Government, and private funder's statutes, rules, and regulations regarding grant administration and implements related district-wide processes.
- Monitors in-kind obligations
- Negotiates awards, no cost extensions, carry-over of funds, changes in key personnel, and other project modifications
- Ensures compliance with agency requirements regarding vendors, purchasing regulations, equipment inventory and closing documents
- Ensures proper monitoring and oversight controls are in place for Grants, Memorandums of Understanding, processes award documents, draft sub-agreements, and similar documents
- Verifies compliance with the Uniform Grants Guidance and adherence to Federal, State and Local policies and procedures
- Coordinates grant activity within the District; reviews grant proposal submission, budgets, contracts, reports, and other grant-related documents for accuracy, completeness, and contract compliance, and adherence to all timelines.

- Maintains registration for Federal/State grantor websites, passwords/passcodes, eligibility status, Indirect Cost Rate agreement with the Controller and related administrative functions.
- Serves as the subject matter expert in support of grant project directors within the District relating to eligible uses of grant funds, budget revisions, extension requests, program amendments, and contract compliance and regulation interpretation.
- Schedules and facilitates meetings among multiple project directors to coordinate grant pursuits and ensure appropriateness of funding opportunities
- Develops and updates Grants Manual and grant-related forms to facilitate the grants process and provide support to grant project directors.
- Facilitates grants approvals process, including preparing reports to the Board of Trustees and ensuring grant pre-approval forms are completed.
- Develops and maintains relationships with funding agencies and grant program officers.
- Oversees maintenance of automated database to track all categorical and competitive grant funds at both colleges and the District.
- Oversees Grants Office website, including developing materials posted on site, and reviewing content and design.
- Monitors and reviews Time and Effort documentation.
- Conducts grant compliance training for existing and potential grant project directors.
- Provides grant monitoring/compliance, grant funds expenditures and site visits.
- Assists project directors with site visits and audits conducted by funding agency personnel.
- Reviews grant notification memos prepared by grants staff to check for accuracy and compliance with grant contract/agreement before they are sent to project directors.
- Performs other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

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:

- Principles, techniques and guidelines relative to grants, contract administration, and subcontracting processes
- State and Federal rules, regulations, laws and statutes relating to grants
- Resources for identifying grant funds, as well as existing grant sources

- Effective grant management; including generally accepted accounting principles and terminology, and auditing principles and practices related thereto

Ability to:

- Communicate clearly and effectively, both orally and in writing
- Write and develop effective presentations
- Use computer software and word processor, Excel, and Access to produce reports and other written documents
- Understand, interpret, and apply laws, rules and regulations relating to grants and grant development
- Establish and maintain effective working relationships
- Multi-task and work towards several objectives simultaneously on tight deadlines
- Work independently and make decisions affecting grant programs

Education and Experience:

The combination of education, experience, and/or training that would likely provide the above-required knowledge, skills, and abilities is qualifying. The pattern that would provide the knowledge, skills, and abilities is:

- **Education:** Bachelor's degree in business, accounting, public administration, or related field
- **Experience:** Two years of progressively responsible experience in grant compliance and grant administration, preferably in an academic or public sector setting.

Licenses and Certificates:

None 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 keyboard, handle individual papers, write and take notes
- Lifting: occasional lifting of papers, files, equipment and material weighing up to 25 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

Class Adopted: 06/13/2018

Class Amended: 7/1/2022