

CHURCHILL COUNTY SCHOOL DISTRICT

GRANT COORDINATOR

FSLA: NON-EXEMPT

Created: 08/2016

Last Revised: 01/2022

DEFINITION:

The primary responsibility of the Grants Coordinator is all processes associated with the application for, and management of, federal, state and private grants and related project activities including but not limited to federal Title grants, state competitive and non-competitive grants.

Performs confidential work of moderate to considerable difficulty involving the district's grants, accountability programs, instructional technology, and special projects; operates computer and related equipment in processing a variety of statistical data; utilizes systems to effectively gather, organize, and report a variety of data.

SUPERVISION RECEIVED AND EXERCISED: *Receives general supervision from the site Administrator and/or designee while working with considerable independence in initiating and completing work.*

Work is performed independently in accordance with established procedures under the general supervision of the Director of Learning & Innovation. The Director shall at least annually evaluate the Grants Coordinator's performance.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions*

1. Prepare and write grant applications, amendments and reports for grants as directed.
2. Performs all clerical accounting functions necessary to keep the grant and program accountability funds in compliance with District, State, and Federal grant and program management procedures; includes knowledge of District's Student Activity Fund Procedures Manual.
3. Work with the Director of Learning & Innovation to oversee fiscal management of grant budgets.
4. Participates in on-going professional development by attending workshops, conferences and institutes to keep abreast of all federal and state grant guidelines.
5. Work with Business Services to oversee fiscal management of grant budgets.
6. Exercises initiative and judgment in planning and organizing work, completing assignments, and handling routine problems.
7. Publicizes and provides resources for grant seekers.
8. Maintains grant forms, applications, and approved proposals.
9. Performs all clerical grant management, program budgeting and the tracking of expenditures for designated grant funds, including keeping detailed records of budget, unexpended balances and proper documentation of expenditure transactions; includes knowledge of the Nevada Department of Education ePAGE system.

CHURCHILL COUNTY SCHOOL DISTRICT

GRANT COORDINATOR, continued

10. Keeps the Director of Learning & Innovation informed on a timely basis of all balances; assure the designated grants and programs stay within their discretionary fund balances.
11. Tracks statistical data on a variety of program accountability measures; input statistical data into district tracking systems and produce reports and longitudinal accounting of data and accountability measures.
12. Performs special projects involving data gathering and reporting, coordinating activities with others; provide basic support with educational technology and the student information system.
13. Acts as personal representative of the Director of Learning & Innovation when meeting with district staff, business and other governmental representatives.
14. Performs data entry work; print reports; assign established codes and accounts numbers; develop automated and paperless systems for the office; maintain the Accountability and Grants Office website.
15. Answer and screen phone calls; obtain information, answer questions and provide explanation, refer only the most complex or unusual questions to others; maintain calendars; schedule meetings and/or facilities, monitor deadlines; take minutes and prepare materials for meetings or other purposes.
16. Develop and revise office procedures and processes; maintain an efficient and customer service oriented office environment.
17. Establish and maintain office-filing system often involving cross-referencing; sort and index for filing or distribution; emphasis on maintaining accurate records in electronic and paper copy as needed.
18. Open, sort, prioritize and distribute mail; receive supplies and maintain inventory; maintain accounts and required reports, records, and receipts.

QUALIFICATIONS – *Knowledge, Skills and Abilities: (KSAs are the attribute required to perform a job; generally demonstrated through qualifying experience, educations, or training.)*

Knowledge of:

- Churchill County School District policies and procedures;
- Data Collection within Churchill County School District's software;
- Thorough knowledge of modern office practices and procedures and equipment;
- English, grammar, spelling, vocabulary, punctuation and arithmetic;
- School/Department programs, budgets, organization, operations and specialized procedures relative to assignments and database programs;
- Record keeping;
- Federal Register, foundation notices, and other grant publications; and
- Intermediate to advanced computer skills including Microsoft Office and specialized software.

CHURCHILL COUNTY SCHOOL DISTRICT

GRANT COORDINATOR, continued

Ability to:

- Work independently in completing assigned tasks;
- Deal courteously with the public and obtain the information necessary to assist them;
- Research problems and implement solutions;;
- Handle multiple tasks with shifting priorities;
- Work and communicate effectively with all people contacted in the work environment, both orally and in writing;
- Understand and carry out moderately complex written and oral instructions
- Effectively learn a variety of applications as needed;
- Perform work activities with or without supervision; and
- Use good judgement in applying established guidelines to solve work problems.

Skills:

- Compose memoranda, correspondence, budget documents, and routine reports;
- Typing, word processing, spreadsheets, database programs;
- Execute strong command over written and verbal communication;
- Integrate data files that conform to system specifications;
- Establish and maintain complete and accurate records related to designated grants, programs, and projects;
- Prioritize work, meet deadlines and produce quality results on time with attention to detail; and
- Work independently in completing assigned tasks and in maintaining the standard correspondence, files, and reports of the office.

Experience Preferred:

Three (3) years progressively responsible secretarial work involving productivity applications, budget applications, data entry, research, reporting and other office work. Including administrative level experience. Two (2) years of progressive experience in obtaining and writing grants.

Education/Training:

Possession of a high school diploma or the equivalent (GED).

Preferred college level course work in office management, business or a related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

BA preferred. A combination of experience and training which provides the knowledge, skills, and abilities to perform the work.

CHURCHILL COUNTY SCHOOL DISTRICT

GRANT COORDINATOR, continued

Required Certifications and Licenses:

Must possess and maintain a valid Nevada Driver's License.

Physical and Mental/Intellectual Requirements:

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			

CHURCHILL COUNTY SCHOOL DISTRICT

GRANT COORDINATOR, continued

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders> 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

CHURCHILL COUNTY SCHOOL DISTRICT

GRANT COORDINATOR, continued

Working Conditions:

Work is performed under the following conditions:

Position functions primarily within an office. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposures to noise levels ranging from low to moderate for frequent time periods.

Hazards: Stress, anxiety and office equipment (as related to specific assignment). Minimal risk of exposure to hazardous chemicals or blood borne pathogens.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____