



**Classification Title: Grants Administrative Specialist**

<b>Department:</b>	Multiple	<b>EEO6 Code:</b>	4
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	24
<b>Supervision Received From:</b>	An Assigned Administrator or Supervisor	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	2/2023

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Performs routine to complex grants administrative support and office coordination functions in an assigned grant-funded program; provides expert pre- and post-award grants administration and management support including application, compliance, reporting, conflict resolution, and daily administration and operational tracking of grants; independently oversees special projects or administrative processes; provides lead-level guidance to lower-level support staff and may lead the work of student workers.

**DISTINGUISHING CHARACTERISTICS.**

The Grants Administrative Specialist performs administrative support, specialized grant financial processing and program administration requiring technical knowledge of grants administration. Duties and responsibilities are carried out with independence within a framework of established policies and procedures.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists in developing and monitoring grant budgets; maintains adequate account balances by tracking expenditures, encumbrances and creating grant budget expenditure forecasts; determines grant expense eligibility, calculates grant budget usage and fund percentages; tracks multiple funding sources; maintains separate budget and expense tracking programs based on funding sources; runs general budget reports through spreadsheets and financial systems and calculates budgets based on fiscal cycles of the District and funding sources; researches and corrects discrepancies; processes budgetary adjustments and transfers when warranted.
2. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices including routing for signatures and compiling detailed documentation; processes, scans and routes invoices for payment; prepares and processes expense-related forms including travel requests and reimbursements, petty cash and expense reports; reconciles credit card statements.
3. Provides advanced administrative support for grant funded programs; provides support for and assists in preparing and submitting grant proposals, grant renewals and contracts with participating elementary schools, high schools and agencies; researches, obtains and analyzes key data and statistics from varying sources for grant reports, proposals, in-service programs, unit plans, program reviews and other documents; transfers data from District systems and programs into files for grant reporting; completes required forms and edits and formats proposal and renewal

documents; manipulates grant data to fit required formats; researches and data enters required grant data and statistics into funding agency data collection systems.

4. Assists in completing and submitting quarterly and annual state and federal grant reports; collects data required for reporting of federal/state funding amounts for vocational education, special populations and other categorically funded projects and programs; reviews funding agency reporting requirements and works with staff to ensure and verify reliability of District data; assists in synchronizing the timing of grant expenditures with grant reimbursements.
5. Organizes, maintains and updates standard and confidential, specialized and technical files, documents and records including work order tracking, facilities scheduling, student financial records, financial aid, work study, human resources actions, timesheets, insurance, and regulatory and program-related reports; creates and maintains electronic and physical filing systems.
6. Serves as liaison between assigned program or academic area and faculty, students, other academic departments and various community organizations; performs community outreach; provides program and service information and orientation as appropriate.

#### **Marginal Functions:**

1. Provides backup for other department or program administrative support staff.
2. Schedules appointments and makes meeting and event arrangements; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, supplies and audio-visual equipment; handles other meeting logistics.
3. Provides technical support to other District employees regarding laws, regulations and contractual requirements as they relate to grants; researches and analyzes changes in legislation and the impacts on the District.
4. Facilitates and represents the District in interactions with grantors including preparation for and participation in site visits, internal and external audits and coordination of participating high schools and agencies.
5. May provide guidance and direction in the work of lower-level staff and student workers, including participating in assigning the work of lower-level employees and ensuring completeness, accuracy and conformance with District standards.
6. Performs related duties and responsibilities as required.

#### **QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of administrative support experience.

**Education/Training:** Equivalent to completion of the twelfth grade.

#### **Preferred Qualifications:**

1. Completion of college-level coursework from an accredited college or university.
2. Experience with grant-funded programs, preferably involving grant contract administration and compliance.

#### **Knowledge of:**

1. Office administration practices and procedures.
2. Methods, practices and techniques in budget development and implementation.

3. Methods, practices and techniques in preparing and submitting local, state and federally-funded grant proposals and renewals.
4. Typical sources of public grant funding applicable to community college projects and programs and associated grant requirements.
5. State and federal laws and regulations applicable to the award and management of grants for a variety of programs and functions.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
8. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
9. Basic research methods and data analysis techniques.
10. Provisions of the California Public Records Request Act and the Ralph M. Brown Act.
11. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
12. Modern office practices, procedures and equipment including computers and applicable software programs.
13. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.
14. Government and community resources available to students.

**Skill in:**

1. Assigning and inspecting the work of student workers and lower-level staff.
2. Preparing, administering and monitoring a grant program budget and anticipating future budgetary needs.
3. Tracking statistical information utilizing complex spreadsheets and databases.
4. Understanding, interpreting, explaining and applying federal and state law and regulations applicable to application for and administration of grant awards.
5. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
6. Communicating clearly and effectively, both orally and in writing.
7. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
8. Operating a computer and using enterprise software, spreadsheet and word processing software and other standard office equipment.
9. Organizing and maintaining specialized files.
10. Maintaining confidentiality of student files and records.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
12. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
13. Establishing and maintaining effective working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet to moderate.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for long periods and use hands to repetitively finger, handle and feel computers and standard business equipment.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.