PALOMAR COLLEGE

Classification Title: Senior Grants Administrative Specialist

Department:	Multiple	**EEO6 Code:**	3
Employee Group:	Classified	**Salary Grade:**	30
Supervision Received From:	An Assigned Administrator or Supervisor	**Date of Origin:**	3/2017
Supervision Given:	Direction and Guidance	**Last Revision:**	1/2023

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 complex grant administrative support for an assigned department; coordinates program and grant application, implementation and tracking of assigned regional and statewide grants and grant partnerships; develops and monitors grant tracking systems and budgets; provides knowledgeable pre- and post-award grants administration and management support for multiple grants and grant partners including application, compliance, reporting, conflict resolution, and daily administrative support and operational tracking; independently oversees special projects or administrative processes; provides lead-level guidance to lower-level staff and may provide work direction to student employees.

DISTINGUISHING CHARACTERISTICS.

The Senior Grants Administrative Specialist is the advanced journey-level class in the Grants Administrative Specialist series. In addition to the full journey-level skilled duties, incumbents coordinate multiple sources of categorical funding and/or regional and statewide sub-awards. 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. Coordinates, organizes and monitors grant research and development in designated department/program areas; researches grant requirements and makes recommendations on District resources, availability of matching funds and partnerships; organizes, drafts and edits comprehensive multi-agency grant proposals and/or letters of inquiry, as applicable; submits proposals within required timeframes and tracks proposal status; interprets and applies understanding of federal, state and/or private foundation requirements/regulations in proposal development and submission/tracking processes.

2. Develops and monitors complex grant budgets and sub-budgets; maintains 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 and payees; maintains and tracks separate budget and expense programs based on funding sources and payee; creates and monitors budget reports through spreadsheets, college financial systems and state/federal databases and calculates budgets based on fiscal cycles of the District and funding sources; researches and corrects discrepancies; processes budgetary adjustments and transfers when warranted.

3. Prepares invoices, financial reports, budgets and financial forecasts for District administration and grant partners; assesses grant partners' program activities, tracking systems and financial/budgeting processes and ensures

procedures are in compliance with grantor rules and guidelines; coordinates and/or represents the District at regional and statewide meetings of grant partners and provides expertise on grant reporting, budgeting and compliance.

4. Maintains and audits/approves entries into local and state data collection systems; collects data required for reporting of federal/state funding amounts for each partner, program type, special population and other categorically funded projects and programs.

5. Completes and submits quarterly and annual state and federal grant reports; reviews funding agency reporting requirements and works with District employees to ensure and verify reliability of District and grant partner data; assists in synchronizing the timing of grant expenditures with grant reimbursements.

6. Organizes, maintains and updates a wide range of 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.

7. Develops a variety of contracts, agreements and renewals with grant partners including articulation agreements, deliverable and payment agreements, vendor contracts and lease agreements; coordinates conferences and other partner meetings.

8. With administration, conducts surveys, studies and analyses to evaluate the effectiveness of current programs and need for new programs; forecasts program revenues and expenditures; conducts cost-benefit and other financial analyses; identifies partnerships and funding opportunities; drafts schedules and fee structures.

9. Serves as liaison between assigned program or academic area and faculty, students, other academic departments and various community organizations; provides program and service information and orientation as appropriate.

Marginal Functions:

1. Provides backup for other department or program administrative support staff.

2. 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.

3. May provide work direction and guidance to lower-level staff and student employees, including participating in scheduling, assigning and inspecting the work of other employees for completeness, accuracy and conformance with District standards.

4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

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

Experience: Three years of administrative support experience including one year of experience working with grants.

Education/Training: Equivalent to a bachelor's degree in accounting, business administration, finance or a closely related field from an accredited college or university.

Preferred Qualification: Experience working with grants beyond the minimum qualifications.

Knowledge of:

1. Principles and practices of general and grant accounting.

2. Methods, practices and techniques used in identifying, preparing and submitting local, state and federally-funded grant proposals and renewals.

3. State and federal laws and regulations applicable to grant development, submission, administration and compliance.

4. Federal, state and private granting/contract agencies' organization, structure, practices, processes and advanced terminology related to grant development, submission, administration and compliance.

5. Principles and practices of sound business communication.

6. Correct English usage, including spelling, grammar and punctuation.

7. Principles, concepts and techniques used in customer service, public relations and community outreach.

8. Rules, policies and procedures applicable to assigned areas of responsibility.

9. Advanced mathematical principles.

10. Advanced principles and procedures of financial recordkeeping and reporting.

11. Principles and practices of budget preparation and monitoring.

12. Modern office procedures, methods and equipment including computers and an integrated data management system.

When assigned to instructional programs:

13. Articulation, matriculation and course prerequisite policies as applicable to areas of responsibility.

14. Government and community resources available to students.

<u>**Skill in:**</u>

1. Preparing and maintaining budgets for multiple grants, funding sources and grant partnerships.

2. Recording and disbursing assigned monies among various grant related accounts.

3. Reconciling and electronically filing appropriate grant related reports and data.

4. Performing a variety of grant tracking and accounting functions supporting the administration of state and federally-funded regional grants.

5. Understanding, interpreting, explaining and applying federal and state law and regulations applicable to application for and administration of grant awards.

6. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

7. Communicating clearly and effectively, both orally and in writing.

8. Assigning and inspecting the work of student workers and lower-level staff.

9. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.

10. Operating a computer and using enterprise software, databases, spreadsheet and word processing software and other standard office equipment.

11. Organizing and maintaining specialized files.

12. Maintaining confidentiality of student files and records.

13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.

14. 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.

15. 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.