



Classification Title: Grant Administrator

Department:	Assigned Department, Division or Program	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	52
Supervision Received From:	Assigned Senior or Executive Administrator	Date of Origin:	5/2025
Supervision Given:	Assigned supervisors, classified, short-term, student, and volunteer employees	Last Revision:	5/2025

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.

Plans, organizes, leads, coordinates and evaluates activities related to the implementation of assigned grant project(s), including implementing policies and procedures; assists the senior or executive administrator with and performs difficult and technical grant project activities; conducts strategic oversight of grant activities and events; ensures compliance with federal and state regulations; fosters college-community-industry partnerships; and executes program goals while providing effective leadership and support for project personnel and ensuring successful outcomes and deliverables.

DISTINGUISHING CHARACTERISTICS.

The Grant Administrator is distinguished from other administrators by its responsibility for planning, organizing, leading, coordinating and evaluating activities related to the implementation of assigned grant project(s). It is distinguished from the Grants Manager by its responsibility for the implementation of assigned grant project(s) within a department, division or program, while the latter is responsible for the management of all District grant awards.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, arranges, and coordinates the daily operations of the assigned grant project(s); develops, plans and implements applicable policies, procedures, and protocols for timely problem-solving and issue resolution; ensures strong customer service standards for students in the program and assigned personnel; evaluates activities related to the implementation of assigned grant project(s).
3. Assists in the implementation of grant project(s) goals, objectives, policies and procedures in compliance with applicable federal, state, and District laws, codes, and regulations.
4. Develops, coordinates, oversees, manages, and promotes a wide variety of activities and events relevant to the grant project(s) programs and services.
5. Develops and maintains procedures for accurate and timely data collection including performance reporting, and utilization of data for District program review and service area outcomes.

6. In collaboration with faculty and staff, ensures student success and outcomes are met using appropriate data and research tools to include assessment and monitoring progress to meet grant objectives.
7. Develops and maintains effective channels of communication with other administrators, faculty, staff and partners; assists and enhances communications between the college and community/industry partners; communicates with a variety of departments and outside organizations to resolve concerns, coordinate activities, and exchange information.
8. Represents the grant program and participates in outreach activities and related programs; contributes to development and implementation of coordinated outreach, marketing and public relations plans.
9. Oversees and participates in the development and administration of the budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
10. Develops, documents, prepares, and maintains a variety of statistical and analytical reports and studies; conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
11. Prepares and delivers oral presentations and workshops on topics related to grant project(s) to internal groups including, but not limited to, the District's shared governance groups, Governing Board, and executive administration and to external groups at conferences and other events.
12. Supervises and participates in the administration, implementation, enhancement and updates of applicable software; trains staff on use of software; develops and updates related forms and training materials; coordinates the resolution of computer and/or software issues and problems with Information Services and other applicable staff.
13. Serves as a liaison to staff, faculty, students, and community members; collaborates with internal departments and vendors to ensure products and services of the grant(s) are working smoothly and properly.
14. Participates in shared governance through service on planning and/or operations committees and task forces.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. 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:

Four years of experience in grants administration and/or project implementation, including one year of supervisory experience.

Education/Training:

Equivalent to a bachelor's degree in a related field from an accredited college or university.

Licenses/Certificates:

Possession of an appropriate, valid California Driver's License by time of appointment.

Preferred Qualifications:

1. A Master's degree from an accredited college or university.

2. Experience in student services and/or instructional management at a Hispanic Serving Institution (HSI), preferably at a community college.
3. Federal grant management experience.

Knowledge of:

1. Management principles and practices, including selection, training, evaluation, and discipline.
2. Pertinent federal, state and local codes, laws and regulations, including the California Education Code and applicable sections of Title 5 of the California Code of Regulations.
3. Practices, policies, and procedures relevant to assigned area of responsibility.
4. Procedures, methods, and techniques of budget preparation and maintenance.
5. Public and community relations principles, including the use of tact, patience, and courtesy.
6. Principles and practices of data collection, research, and report preparation.
7. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
8. Effective public speaking techniques.
9. Principles and techniques of effective event planning.
10. Principles of basic mathematics.
11. Community college programs, services, operations, and activities.
12. Proper English usage, spelling, grammar, and punctuation.

Skill in:

1. Selecting, supervising, training, delegating tasks to, and evaluating staff.
2. Applying pertinent federal, state and local codes, laws and regulations including the California Education Code, applicable sections of Title 5 of the California Code of Regulations, SSSP, and Student Equity.
3. Interpreting, applying, and explaining complex rules, regulations, policies, and procedures, including information of a highly technical nature.
4. Compiling, organizing, analyzing, and interpreting complex data and information from a variety of sources.
5. Preparing clear and concise reports.
6. Budget development and maintenance.
7. Operating office equipment including computers and applicable software programs.
8. Communicating clearly and concisely, both orally and in writing.
9. Coordinating events and activities effectively with other individuals and organizations.
10. Managing multiple responsibilities simultaneously.
11. Assessing difficult situations with accuracy and adopting effective courses of action.
12. Establishing and maintaining effective working relationships with those contacted in the course of work.
13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions:

The incumbent typically works primarily in an office environment with exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students, and the public. 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. The employee must be able to travel to District and other locations.

Terms of Employment:

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