

GRANT COORDINATOR I

NATURE OF WORK

This is professional work assisting in the administration of federal, state and local grant funds for department functions. This may be a temporary, classified position covering the period of the grant.

Work involves assisting departmental personnel in any one of several areas, and may include identifying grant opportunities, submitting grant applications, data gathering, assisting in research and analysis, and grant reporting and compliance monitoring to ensure all timelines and requirements are met. Work is reviewed by an administrative professional, or a technical superior through conferences, written reports, and results achieved.

EXAMPLES OF WORK PERFORMED

Identifies grant opportunities at the local, state and federal levels.

Assists in the preparation of grant applications by supplying data and relevant financial information.

Compiles and calculates statistical data for the preparation of reports.

Assists with designing and developing programs to meet grant specifications and departmental needs.

Works closely with granting authorities; monitors and documents compliance with grant requirements.

Recommends and creates policies and procedures necessary for the implementation of programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of grant writing procedures and principles.

Knowledge of research and data gathering techniques, interpretations and analysis.

Knowledge of grants at the local, state and federal levels.

Ability to analyze, interpret, and submit oral and written reports.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships.

Ability to perform in an independent manner under the direction of a supervisor.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by college level coursework in business or public administration, plus six months of experience in grant management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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