

DISTRICT SCHOOL BOARD OF PASCO COUNTY

GRANTS MANAGEMENT SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Training and/or experience in grant writing and management or curriculum writing.
- (3) Certification in any Florida educational certification area (preferred).

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of sources of local, state and federal resources and potential private/foundation revenue sources.

Technology skills, including word processing, budget spreadsheets, desktop publishing, presentation software.

Ability to communicate effectively orally and in writing.

Advanced interpersonal skills and understanding of customer-focused processes.

REPORTS TO:

Director of Staff Development

JOB GOAL

To locate, evaluate, prepare and submit grant applications that support the vision of the District and the enhancement of student learning from a wide variety of public and private funding sources. To assist schools and departments with the preparation of grant applications for resources that support improved student performance.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Assist with coordinating the planning, implementation, and evaluation of the District's grant resources development program.
- * (2) Participate in planning and implementing grant writing initiatives at the school and district level.
- * (3) Locate and access potential grant resources from a wide variety

GRANTS MANAGEMENT SPECIALIST (Continued)

- of local, state, federal and private sources.
- * (4) Develop, maintain and disseminate an up-to-date database of grant resources.
 - * (5) Coordinate grant application and approval processes.
 - * (6) Provide assistance with training in grant acquisition and writing processes to district and school personnel.
 - * (7) Select, preview, evaluate, and disseminate recent and relevant professional materials and professional development opportunities in grant writing processes.
 - * (8) Maintain contact with other school districts, governmental agencies, and professional management associations in the area of grant resources, writing, and management.
 - * (9) Collaborate with schools and other departments to access and acquire grant resources.
 - * (10) Use effective communication strategies to interact with a variety of audiences
 - * (11) Respond to inquiries and concerns in a timely manner.

Proactive Orientation

- * (12) Exercise proactive leadership in promoting the vision and mission of the District.
- * (13) Demonstrate initiative in fulfilling performance responsibilities.
- * (14) Identify potential problems and design processes or procedures for dealing with them.

Critical Thinking

- * (15) Assist with periodic assessment of grant resource needs and impact.
- * (16) Assist with establishing and managing procedures to periodically evaluate grant resource processes and results
- * (17) Assist in the development of administrative guidelines for grant applications and management.
- * (18) Assist in the development of policies for grant acquisition and management.

Continuous Improvement

- * (19) Set high standards and expectations for self and others
- * (20) Keep well-informed about current trends and best practices in grant resource acquisition and management.
- * (21) Keep abreast of laws, regulations, and policies related to grant acquisition and management.
- * (22) Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned area of responsibility.

Facilitation

- * (23) Serve as a resource person to personnel concerning grant resource acquisition and management.

GRANTS MANAGEMENT SPECIALIST (Continued)

- * (24) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (25) Facilitate problem-solving by individuals and groups.

Managerial

- * (26) Coordinate processes for writing and approval of competitive grant applications.
- * (27) Provide leadership and oversight for grant acquisition and writing.
- * (28) Prepare or supervise the preparation of all required reports and maintain all appropriate records.

Constancy of Purpose

- * (29) Participate in school advisory, business, and community groups and activities.
- * (30) Serve on committees, councils, and/or task forces as assigned.
- * (31) Exhibit support for the District's vision, mission, goals, and priorities.
- * (32) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (33) Make and share decisions in a timely manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action _____
Approved 7/30/02
Revised _____