



## CLASS SPECIFICATION

Class Code: 15153  
Date Est: 07/2004  
Last Rev: 10/2019  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### GRANTS COORDINATOR

#### **DEFINITION**

Under direction, coordinates the pre-award planning, organization and preparation, and the post-award implementation, management and administration of various grants for assigned County programs or departments; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university with major course work in business administration, public administration, accounting or a closely related field AND two years of full-time experience with grant administration, grant management, grant writing and maintaining financial records and accounts; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

May exercise direct supervision over program staff and coordinate the use of independent contractors.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Research and maintain information on available federal, state, local and private grant funding sources.

Prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluations to better achieve department/program goals and objectives.

Compile, prepare and maintain accounting files/records and grant applications.

Plan for and coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies; prepare and review grant closeout materials.

Ensure compliance with conditions of grants by assisting with the coordination of agreements, contracts, expenses, activities and federal and state regulations.

Coordinate with program managers to participate with the administration of the assigned budget by monitoring expenditures and revenues and determining allowable and unallowable activities and expenses.

Monitor and balance grant accounts; may verify availability of funds and/or collaborate on the classification of expenditures.

Utilize community support networks by meeting with representatives of government bodies, local businesses, and other groups or organizations to promote program objectives, develop new grant programs and solicit participation, efficiently utilizing available expertise.

Prepare and analyze fiscal reports, statements and schedules; prepare new-year, mid-year and year-end reports; ensure timely preparation and submissions of various reports as required by grantor.

May administer and monitor professional service agreements.

Coordinate and communicate activities with associated County offices, departments, the County Grants Administrator.

Develop, monitor and maintain grant project tracking systems to ensure timely preparation of grant applications and implementation of grant requirements.

Maintain a variety of files and records related to grant/program activities; prepare financial, statistical and operational reports for compliance with grant requirements.

May prepare and recommend the program budget; make recommendations for space utilization and purchase of equipment and supplies; approve expenditures and monitor budget accounts.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/divisional policies and procedures.

Organizational structures of Washoe County and other entities as they relate to programs, activities and functions of assigned areas.

Terminology, acronyms and subject matter relative to the assigned program(s).

Countywide personnel policies.

Federal, state and county regulations pertaining to grant programs.

Governmental accounting principles and procedures and their application to a variety of transactions.

Department operations and other agency services providers.

Grant development and administration techniques.

Laws, rules and regulations that apply to the assigned function.

County budget, accounting and finance practices and procedures.

#### **Ability to:**

Plan, coordinate and direct the services and staff of an assigned County program.

Select, supervise and evaluate the performance of assigned staff.

Coordinate and participate in the development of grant applications.

Coordinate and participate in the preparation of grant compliance reports.

Administer program budget and monitor budget accounts.

Promote safe work methods and procedures for employees and volunteers.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

**Knowledge of:**

General principles and practices of providing grant-funded services at the governmental level.

Processes and procedures for implementing and administering various federal, state and private grants.

Laws and regulations pertaining to grants and contract administration, business administration principles and practices, and research and budgeting practices.

Program planning and development methods and techniques.

Principles and practices for preparing grant applications and administering grant programs.

Principles of public administration.

Research techniques, data collection, analysis and report preparation.

**Ability to:**

Prepare grant budgets and monitor expenditures.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications where necessary.

Analyze and compile information and prepare written and oral reports.

Read and comprehend technical research materials and federal and state regulations pertaining to grants.

Interpret and apply regulations, policies, and procedures.

Maintain accurate records (including accounts maintenance).

Write narrative reports, promotional materials and technical documents.

Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.

Establish and maintain effective working relationships with the public, staff, volunteers and representatives of outside agencies.

Coordinate multiple grant programs and project activities in various stages of implementation and coordinate activities with other entities.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use digital camera equipment and modern office equipment including computers, copiers, printers, telephone, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*