YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRANT SPECIALIST

BASIC FUNCTION:

Under the Direction of the program director, plans, develops, coordinates and implements the grants that fall under the authority of the program. Coordinates activities for completion of the grants and serves as a liaison. Serves as principal staff for coordination and implementation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Works to collaborate with partners.

Assists in the development and implementation of future grant applications, including the research of new opportunities.

Coordinates appropriate components of grants including special events and trainings.

Disseminates information and public education on grant guidelines and opportunities.

Networks with community groups for potential support of programs and implementation of workplans.

Completes reports and prepares appropriate budget items and monitors expenditures. Gathers information from participating partners to ensure reporting requirements reflect the grant requirements.

Ensures compliance with laws and grant regulations.

Performs other job related tasks as required

Attend designated specific program meetings and other Yolo COE meetings as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles of management.
Post-secondary and secondary institutions.
Facilitation and assessment skills.
Oral and written communication skills.
Organizational skills and the ability to multitask.

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Collaboration skills for partnership building.
Interpersonal skills using tact, patience and courtesy.
Applicable codes, regulations, policies and procedures on budgeting.
Operation of a computer and assigned software, including e-mail.
Filing procedures and records management.

ABILITY TO:
Use a computer to collect, record, retrieve data and prepare reports
Perform mathematical calculations
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree or three years of related experience in case management techniques, or organizational skills demonstrated by coordinating and implementing workshops, conferences or training sessions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Reaching overhead, bending at the waist, kneeling or crouching to file materials.
Ability to carry up to 15 pounds.
Ability to travel to multiple sites.
Sit, stand or walk alternately for up to 7 ½ hours per day.