

GRANTS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is primarily administrative work involving a responsibility for researching and applying for available federal and state funds for use by the jurisdiction. The work involves reviewing resource materials including traditional and electronic media to locate grant monies; applying for funds by completing lengthy and detailed applications; monitoring expenditures; and ensuring the disbursement of funds once received. The work is performed under the general supervision of an administrator. Supervision may be exercised over clerical support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Using traditional and electronic media, identifies potential sources of funding from government and private sources;
Researches, tracks, and reports upon current and proposed local and state legislation, guidelines, and grant opportunities which may provide new funding sources;
Meets with agency personnel to discuss potential sources for funding;
Prepares grant proposals for submission to funding agencies which includes, but is not limited to: preparing budgets, composing narratives, writing job descriptions, and gathering supporting data from internal and external sources;
Monitors expenditures of funds for which grants are pending, and ensures the disbursement of funds to cover those expenditures once funds are received;
Reports on progress of grant applications;
Attends meetings, workshops and conferences, as needed;
May conduct group training sessions for agency personnel to explain their involvement in the process.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the resources available for seeking funding sources; working knowledge of the principles and practices of administration; ability to communicate effectively, both orally and in writing; ability to prepare written material; ability to read and understand written material; ability to comprehend and interpret policies and guidelines, especially as they pertain to grant applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree, and three (3) years of administrative, business, or governmental experience which involved writing as a substantial portion of the work (e.g. grant writing, narrative reports, technical reports, manuals, complex letters, etc.). Typical business writing experience such as the preparation of letters and memoranda will not be considered qualifying experience. In addition, preparation of one or two page grant proposals will not be considered grant writing experience.

NOTE: A Bachelor's degree or higher in Business Administration, English, Journalism, Political Science, Public Administration or a related field may be substituted for one (1) year of the required experience.

R.C.D.P. (09.20.1996) 11.15.2015 - Job specification may be subject to further revision
Competitive