

JOB DESCRIPTION
San Diego County Office of Education

Program Specialist, Grants

Purpose Statement

Under general supervision, the Program Specialist, Grants, supports in coordinating grant proposals on behalf of the San Diego County Office of Education (SDCOE), which includes identifying, developing, coordinating, reviewing, and submitting grant proposals. The Program Specialist, Grants also provides technical assistance to school districts regarding grant development.

Essential Functions

- Supports the research of grant opportunities based upon the SDCOE's needs in support of the strategic goals and to help realize the shared vision.
- Identifies available funding sources, obtains Request for Proposal (RFP) information and materials, and disseminates information to stakeholders.
- Works with stakeholders to develop, formalize, and implement procedures and processes as needed to ensure that grant activities follow industry-standard norms.
- Maintains a database of grant concepts submitted by SDCOE and district personnel seeking funds and matching these ideas to available funding sources.
- Coordinates responses to RFPs to ensure that, whenever possible, proposals are not in competition with each other.
- Writes and/or edits grant proposals.
- Reviews grant proposals, prior to submission to the funding agency, for accuracy and completeness for the County Office.
- Works with all County Office divisions to provide technical assistance, coordination, and monitoring of grant applications
- Provides guidance as needed to County Office staff in the implementation of grant-funded projects.
- Conducts training in the development of grant proposals and implementation procedures once funding is awarded.

Other Functions

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to:

- Apply district, state and federal policies and regulations as they relate to assigned activities;
- Operate standard office equipment including pertinent software applications;
- Prepare and maintain accurate records;

Analyze data to draw conclusions;
Prepare reports;
Model ethical behavior through honesty, adherence to principles, and personal accountability.

KNOWLEDGE of:

Principles, and practices of grant development, writing, and acquisition;
Resource development;
Budget development and fiscal analysis;
Project management;
Federal, state, and local regulations related to grant funded programs;
Criteria for successful proposals;
Applications of computer systems for grant funding and development.

ABILITY to:

Develop and maintain long term relationships with personnel from internal departments and external agencies;
Communicate effectively, both orally and in writing;
Analyze situations accurately and exercise discretion to adopt an effective course of action;
Effectively manage and improve processes and workflow;
Stay current with knowledge of program rules, regulations, requirements, and restrictions;
Set work unit goals and align with organizational objectives;
Track and measure individual and work unit performance objectively and consistently;
Model communication and interaction that respects and includes all individuals and their languages, abilities, religions, and cultures.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. The job generally requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Five (5) years of direct experience in grant research, writing, and evaluation.

Education: Bachelor's degree with major coursework in business, communication, or related field.
Master's Degree highly desirable.

Equivalency: Any combination of education and experience equivalent to a bachelor's degree with major coursework in business, communication, or related field and five (5) years of direct experience in grant research, writing, and evaluation.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Grade: Classified Management, Grade 040

Personnel Commission Approved: January 15, 2020

Revised: N/A