

**Federal Program Specialist
New Hanover County Schools**

Class: Classified
Division: Instruction
Dept: Federal Programs

TITLE: Federal Program Specialist

QUALIFICATIONS:

1. Bachelor's degree in Business or related field preferred; or equivalent combination of course work and experience.
3. Two years of experience with procurement processes, government accounting and budgets; federal education grant experience preferred.
4. Strong computer skills using Microsoft suite and financial programs.
5. Strong customer service and communication skills.

REPORTS TO: Director of Federal Programs

JOB GOAL: To provide support and assistance in the areas of federal grant management and monitoring.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Support the district's Title I schools, participating private schools, and district's departments in understanding federal grant spending allowability and compliance requirements.
3. Submit requisitions, develop contracts, and work with vendors and partners to ensure timely payment for services.
4. Develop and disseminate monthly and quarterly spending updates to schools and departments for each active grant.
5. Prepare budget transfers and amendments for federal funds and coordinate the approval of each.
6. Coordinate the yearly development of Title I budget plans from the Title I schools and private schools.
7. Assist in preparation and execution of federal grant applications.

8. Assist in preparation for federal program monitoring of each active grant by organizing required documents and assisting departments and schools with submitting required information.
9. Assist in coordinating and executing the required annual private school consultation meetings and collection of documents.
10. Provide administrative support to the Director of Federal Programs as required.
11. Perform other duties and responsibilities as assigned by the Director of Federal Programs.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FSLA Exempt

Starting Salary and/or Grade: Grade 73

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills, Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development, and establishment of new procedures and activities
- Ability to use computers and various computer programs such as Google Suite and Microsoft Office.
- Basic working knowledge of the rules surrounding Title I and/or other federal education grants.
- Ability to be organized and to function in a proactive manner.
- Ability to establish and maintain effective working relationships.
- Ability to work independently.
- Comply with confidentiality requirements in local, state, and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.