

LYON COUNTY SCHOOL DISTRICT

Grants Supervisor

Job Group: Administration

Classification: Administration

Terms of Employment: Defined in Supervisor Employment Agreement

FLSA Status: EXEMPT

POSITION SUMMARY: The primary responsibility of the Grants Supervisor is all processes associated with the application for, and management of, federal, state and private grants and related project activities including but not limited to federal grants, state competitive, non-competitive, and private grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Identify, solicit and research grant proposals and sources of funding.
2. Prepare and write grant applications, amendments and reports for grants as directed. Work with the district hired grant consultants and assist them as required.
3. Supervises and evaluates other employees in the District Grants Department and provides support and training as needed.
4. Work with the Executive Director of Operations to oversee district grant management.
5. Work with the Executive Director of Operations and Fiscal Services Officer to oversee district grant fiscal management.
6. Coordinate grant projects activities, including offering support to professional staff who seek site-level grants.
7. Seek additional funding as needed for special projects and initiatives.
8. Coordinate monitoring activities of awarded grants.
9. Prepare and file budget amendments and supplements to awarded grants.
10. Prepare performance reports and any other reports as required.
11. Coordinate monitoring activities of awarded grants.
12. Provide detailed reports to the Executive Director of Operations with respect to the organization's progress in regards to grants.
13. Provide training to the new staff on grants management and reporting requirements.
14. Participates in on-going professional development by attending workshops, conferences and institutes to keep abreast of all federal and state grant guidelines.
15. Ability to develop policies and administrative regulations for the District
16. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
17. Regular and consistent punctuality and attendance are essential functions of the job
18. Performs and participates in other related duties as assigned by the Executive Director of Operations or their designee.

POSITION EXPECTATIONS:

Knowledge of:

1. Supervisory, administrative and organizational techniques.
2. The Federal Register, foundation notices, and other grant publications
3. State and federal grant requirements and compliance
4. District policies and administrative guidelines
5. Technical writing skills, in particular those related to federal standards
6. Office practices, procedures and equipment
7. Advanced computer skills including Microsoft Excel

Ability to:

1. Direct others to carry out tasks effectively
2. Use good judgment in applying established guidelines to solve work problems
3. Work independently in completing assigned tasks and in maintaining the standard correspondence, files, and reports of the office
4. Deal courteously with the public and obtain the information necessary to assist them
5. Possess excellent organizational skills
6. Execute strong command over written and verbal communication
7. Utilize excellent interpersonal and presentation skills
8. Work and communicate effectively with all people contacted in the work environment
9. Understand and carry out moderately complex written and oral instructions
10. Utilize basic financial management skills including developing and monitoring budgets and financial reporting
11. Multi-task with strong ability to work under pressure
12. Prioritize work, meet deadlines and produce quality results on time with attention to detail.

POSITION REQUIREMENTS:

Education and Training:

1. Equivalent to a Bachelor's Degree or higher from an accredited - college or university with major coursework in business administration, public administration or personnel. Equivalent experience in a budget management, grant management, grant writing or technical writing field may be substituted for education.
2. Three (3) years of progressive experience in grants management and/or grant writing.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Position functions primarily within an office. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from low to moderate for frequent time periods.

Hazards: Stress, anxiety and office equipment (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work				
Near Vision			X	
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				

Ability to Smell				
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Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____