

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**GRANTS SPECIALIST GRANT-FUNDED**

**POSITION:** Grants Specialist (Grant-Funded)

**REPORTS TO:** Chief of Equity, Engagement, and Early Access

**LOCATION:** Department of Equity, Engagement, and Early Access (EEEE)

**NATURE OF WORK:**

The Grants Specialist will work with EEEA staff and share the responsibilities for numerous federal, state, and local grant reports and submissions including Title I and early childhood reports. The Grants Specialist will provide oversight with school and departmental inventory, budget development documentation, applications, and stakeholder feedback. Support staff, prepare procurement documents, and serve as a liaison with Fiscal Services staff assigned to the grant or department in addition to departmental and school-based monitoring preparation. This person must have the ability to communicate clearly and concisely, both verbally and in writing, to community members, site administrators, grant managers, and state and local agencies. This position will also have professional development responsibilities, in collaboration with other staff, to support efficient and effective grant management and comprehension of school and departmental staff.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Collects, analyzes, and prepares data reports for EEEA
- Acquires and maintains considerable knowledge of federal and state guidelines for restricted projects
- Designs and implements data collection systems, including survey data, compile, analyze, and submit required reports
- Works closely and cooperatively with Fiscal Services, school-based staff, departmental staff, and partners
- Makes task-based decisions in accordance with laws, ordinances, regulations, and established procedures

- Attends local and statewide meetings as necessary
- Conducts and coordinates the development and distribution of surveys, needs assessments, marketing materials, information packets and permissions, and other information to childcare providers, parents, stakeholder groups
- Provides fiscal support and accountability for grant-funded purchases and the coordination of services, supplies, and materials for offices, schools, classrooms, partnerships, activities, and events
- Provides fiscal support and accountability for braided funds and ensures the appropriate documentation is in place
- Participates in staff and school-based meetings to ensure component compliance monitoring
- Prepares grant evaluation information for the Maryland State Department of Education (MSDE) and other agencies
- Monitors and analyzes expenditures made by others to ensure compliance with requirements and deadlines
- Prepares invoices for reimbursement of expenditures
- Maintains sensitive and confidential records and prepares reports from such records
- Examines and analyzes financial documents and accounts for review with grants' accountant
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- Bachelor's degree in Accounting, Business Management, Communication, or a related field
- Three (3) years of bookkeeping or account reconciliation experience
- Knowledge of Uniform Grants Guidance and experience with federal grants
- Knowledge of Microsoft software and Google Applications

Preferred:

- Knowledge of eFinance and Power School

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 24.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

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