

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: GRANT DEVELOPMENT TECHNICIAN (Range 22)**

#### **BASIC FUNCTION:**

Under the direction of the Grant Development Specialist, perform a variety of responsible clerical and technical duties in support of the District's Grant Development program including: grant funding research, grant development and proposal preparation, and post-award grant management. Develop, monitor, and maintain assigned department and grant funded program budgets.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of responsible clerical and technical duties in support of the District's Grant Development program. *E*

Conduct research on federal, state, local and private foundation grant funding sources; review and interpret funding source requirements and guidelines; analyze eligibility and compatibility with District needs. Summarize and provide specialized information and assistance to Grant Development Specialist, District managers and teachers regarding the availability, accessibility and appropriateness of funding sources to meet district-wide, school site, classroom, teacher or student needs. *E*

Initiate and prepare all budget related documents, budgets and budget narratives for applications for various grants. Generate and maintain budget spreadsheets for assigned budgets; verify expenditures; meet grant reporting requirements and funding authority guidelines. Provide budget information needed to meet funding authority reporting requirements. *E*

Develop, monitor and maintain assigned department and grant budgets to assure proper expenditures and charges; review and maintain records to determine availability of funds and accuracy of expenditures; notify department and grant project personnel of discrepancies, unexplained or unauthorized expenditures; respond to questions and provide detailed instructions on requests for budget numbers and proper procedures and policies for expenditures of grant funds. *E*

Maintain and update grant funding source data base. Develop grant forecasts and monitor Federal, State, local, and private funding source timelines for Notifications of Funding Availability (NOFA), grant announcements, Request for Applications (RFA) releases, and due dates. Maintain master forecast calendar; prepare Grant Information Summaries for review and distribution to District managers and Cabinet. *E*

Prepare, type, update and maintain a variety of grant application related materials, records and confidential information; verify completeness and accuracy of records and reports. *E*

Research, analyze and organize statistical information from multiple sources to support and substantiate District need in grant applications. Generate and coordinate data collection activities as part of needs assessment process. *E*

Review and analyze Request for Application instructions and requirements. Prepare grant documents, required forms and assurances; coordinate collection and organize all required documents; initiate authorization and signature process within the District and with community partnering agencies and organizations. Monitor timelines throughout the grant application process, assemble final application and arrange for delivery by the due date. Prepare Board Agenda Items and Staff Reports. *E*

Maintain District grant application and award archives; prepare records and files on all Federal, State, local and private funding opportunities. *E*

Provide grant information and assistance to District managers, teachers and representatives of community partnering agencies and organizations. Schedule, arrange and assist at grant program development committee and planning team meetings; prepare packets of support materials and grant workbooks. *E*

Contact Federal and State Program Officers regarding grant requirements. Attend Bidders Conferences and grant release information sessions sponsored by funding authorities. *E*

Operate a variety of office equipment. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Office practices, procedures and equipment.

Operation of a computer terminal and data entry techniques.

Basic research methods.

Budget practices, monitoring and control procedures.

Financial and statistical record-keeping techniques.

Laws, rules, regulations and terminology related to assigned budget activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Maintain accurate financial and statistical records.

Compare numbers and detect errors efficiently.

Perform clerical and accounting duties for assigned budgets.

Provide attention to detail and meet deadlines.

Learn grant terminology and grant legal and fiscal requirements.

Operate a computer terminal to enter data, maintain records and generate reports.

Make arithmetic computations with speed and accuracy.

Monitor assigned budgets.  
Type at an acceptable rate of speed.  
Establish and maintain cooperative and effective working relationships with others.  
Prepare clear and concise spreadsheets and financial reports.  
Work independently with little direction.  
Understand and work within scope of authority.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Attend meetings, conferences and workshops.  
Complete work with many interruptions.  
Work confidentially with discretion.

***EDUCATION AND EXPERIENCE:***

Any combination equivalent to: graduation from high school supplemented by course work in accounting or bookkeeping and three years of increasingly responsible experience in financial record-keeping or two years college-level course work and two years increasingly responsible clerical or related experience in a grant development and management office environment. .

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Constant interruptions.  
Continuous deadlines

**PHYSICAL ABILITIES:**

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.  
Sitting at computer monitor conducting Internet research for extended periods of time.  
Dexterity of hands and fingers to operate a computer keyboard.  
Reaching overhead, above the shoulders and horizontally and bending at the waist to retrieve files and other materials.  
Hearing and speaking to exchange information.  
Seeing to read and assure accuracy of budgeted-related records and reports