

# **JOB DESCRIPTION**

**PATERSON**  
**BOARD OF EDUCATION**  
**SECRETARIAL AND CLERICAL**  
4072-Special Funding Program Coordinator  
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## **JOB TITLE: SPECIAL FUNDING PROGRAM ADVISOR**

**REPORTS TO:** Assistant Superintendent or designee

### **NATURE AND SCOPE OF JOB:**

The Special Funding Program Advisor shall oversee and coordinate federal, state, and local funds. This position performs the work involved in monitoring, collecting, and reporting information for management purposes.

### **QUALIFICATIONS:**

The Special Funding Program Advisor shall:

1. Hold a Bachelor's Degree in Accounting, Finance, Public Administration or Business Administration from an accredited college or university preferred.
2. Have at least ten (10) years' experience in State, Federal, Local and Educational grant programs.
3. Have at least ten (10) years budgeting, and/or GAAP Procedures experience.
4. Hold a valid driver's license with no serious violations.
5. Have the ability to handle multiple tasking successfully.
6. Have knowledge of grants guidelines and mandates.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Have excellent integrity and demonstrate good moral character.
10. Demonstrate the ability to use computers for word processing, data management, and telecommunications.

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The Special Funding Program Advisor shall:

1. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
2. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
3. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3- 4A.4.
4. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
5. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
2. Required documentation outlined in the qualifications.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

## **EMPLOYMENT TERMS:**

The Special Funding Program Advisor shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by laws and codes of the State, and the policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Special Funding Program Advisor shall:

1. Perform the work related to collecting, maintaining, and reporting district financial or other requested information.
2. Make inspections of district documents and records to ensure compliance to internal guidelines.
3. Perform compilations of statements and reports using varied forms of information.
4. Conduct of investigations, examinations, and other inquiries of accounts, records, and prepare various reports.
5. Prepare financial, budget, and statistical tabulations.
6. Assist in designing, revising, and installing data collection systems.
7. Perform work involved in the collection of financial summaries and other statements.
8. Apply and adhere to New Jersey laws and regulations for accounting in school districts.
9. Coordinate budgets to support assigned programs.
10. Conduct inquiries of accounts, records, and prepare various reports.
11. Make inspections of locations budgets and records to ensure compliance to state statues and internal guidelines.
12. Coordinate position control utilizing Human Resources Management System with grant/local positions/salary budgets.
13. Assist in gathering data and developing charts for federal/state/local grants for the districts' departments.

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14. Assist and advise in managing contracts and funds for federal/state/local programs.
15. Develop spreadsheets and databases as required.
16. Assist in preparing Personnel Actions, Board Resolutions, Contracts, Summary Sheets for all new hires, consultants, after-school programs, and summer school programs.
17. Participate in appropriate in-service and workshop programs and attend any required meetings.
18. Demonstrate management, problem solving, and organizational skills.
19. Use computers and/or electronic equipment to fulfill job functions.
20. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
21. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and contractual obligations.
22. Perform any duties, responsibilities, and any other projects that are within the scope of employment, as assigned by the Superintendent and the Assistant Superintendent of Academic Services & Special Programs and perform duties deemed necessary by the Assistant Superintendent of Academic Services & Special Programs.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.

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2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

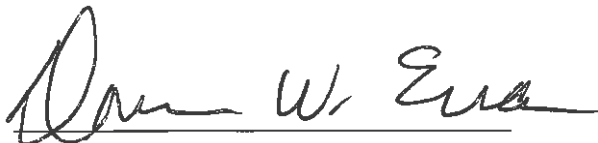
## ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

## EVALUATION:

The Assistant Superintendent or designee shall evaluate the Special Funding Program Advisor in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

3/2/15  
Date