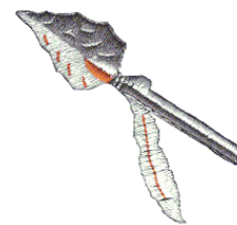




SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

Grant Specialist

Summary:

The Grant Specialist is responsible for coordinating and managing the district's grant processes, including possible preparation and submission of grant applications, monitoring grant compliance, tracking expenditures, and preparing required reports. This position works closely with district administrators and business staff to ensure grant-funded programs meet fiscal and programmatic requirements. In addition, the Grant Specialist will provide occasional support to purchasing, accounts payable, and other business office functions to ensure continuity of operations.

Reports to: Director of Finance and Operations

Range Assignment: 27

Qualifications:

- High school diploma or General Education Degree (GED).
- Preferred: Associate Degree in Business, Accounting or a related field
- Preferred: Knowledge working with federal, state, or local grant programs.
- Knowledge of grant administration, accounting, payroll, business operations, or related fields.
- Good knowledge of computer spreadsheet and word processing programs.
- Ability to perform responsible clerical work without continuous supervision.
- Ability to make arithmetical calculations with speed and accuracy.
- Ability to prepare accurate summaries and reports.
- Ability to adjust to varying work assignments and to work well with other employees, professional staff and the public.
- Knowledge of Infinite Visions or other accounting software.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.

Performance Responsibilities (essential job functions):

- Coordinate grant timelines and ensure compliance with application deadlines.
- Monitor grant awards and maintain accurate records of grant agreements, budgets, amendments, and reporting requirements.
- Track grant expenditures and revenues to ensure compliance with grant regulations and approved budgets.
- Collaborate with administrators to ensure proper allocation and use of grant funds.
- Prepare and submit required reports to granting agencies.
- Assist with grant audits and monitoring reviews.
- Assist administrators and staff in the development, preparation, and submission of grant applications and proposals.
- Support and provide backup for the Purchasing and Finance Specialist.

- Support and provide backup for the Payroll and Benefits Specialist.
- Maintain confidentiality of financial, personnel and student information.
- Perform other duties as assigned.

Physical Requirements:

In a work day, employee may: sit 3-6 hours; stand/walk 1-4 hours; may use hands for repetitive single grasping and fine manipulation. May need to bend, squat, climb stairs occasionally, and lift up to 35 pounds.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

Terms of Employment:

This position is a 12 month position. Salary as negotiated with Scappoose Federation of Classified Employees. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above
requirements for this job position.

Signature _____ Date _____