



GRANTS ADMINISTRATOR

DEFINITION

Under general direction, provides fiscal and programmatic oversight of grant funds, coordinates distribution among campus stakeholders, and completes required applications and reports; coordinates interdepartmental activities to ensure grant fiscal and programmatic compliance, monitors program accountability, and evaluates program outcomes; fosters cooperative working relationships among College departments and acts as liaison with staff, faculty, students, and funding and regulatory agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex grants administration functions. Successful performance of the work requires knowledge of federal and state funding sources and reporting requirements, budget development, compliance and program accountability, and government accounting practices. Positions require specialized subject matter expertise in assigned program, division, and/or department including areas such as curriculum and program development, student outcomes accountability, and project management. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Coordinates internal application process and distribution of grant funds for College programs; provides guidance and recommends qualifying program activities and expenditures; ensures compliance of activities and expenditures with grant requirements, allocated budget, and accounting procedures.
- Prepares annual applications, quarterly updates, and final reports as required by the California Community Colleges Chancellor's Office and other funding agencies.
- Coordinates data certification processes by preparing program documentation, narratives, budgets, and fiscal summary reports, reviewing College and program-level accountability metrics, and making recommendations for future program performance
- Coordinates grant budget tracking and reconciliation processes; gathers and analyzes data related to funds, expenditures, and projections; monitors and tracks expenditures and revenues and makes adjustments as necessary; reviews and processes personnel and financial expenditures; develops budget reports as needed.
- Provides input in the curriculum planning process in assigned area; makes recommendations regarding new and updated certificate and degree offerings, as appropriate; coordinates the review process of new certificate and degree programs with regional bodies, as appropriate.

- Plans, schedules, and organizes events, workshops, informational seminars, presentations, and related activities to various stakeholders including reviewing grant program guidelines and accountability metrics; makes presentations to governance groups and other advisory bodies; prepares presentation materials and assists in preparing of program marketing materials.
- Serves as a liaison between the College and/or program and grant funding organizations pertaining to grant submissions and funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of grants administration and assigned programs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of grants administration and accounting, including identifying funding sources, completing grants applications, administering grant awards and contracts, and monitoring grant funds disbursement.
- Principles and practices of program coordination including implementation of the goals and objectives and oversight of performance, reporting, accountability, and regulatory compliance.
- Principles and techniques of conducting studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Education theories and best practices for working with adults and non-traditional populations of learners.
- Principles and practices of developing and presenting informational workshops and seminars.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping and filing systems and methods.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Coordinate and oversee grants administration, budgeting, and fiscal reporting activities for assigned programs, division, or department.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan, develop, and implement assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.

- Implement program policies and guidelines; prepare comprehensive program reports; and review and ensure accountability compliance.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and College and District policies and procedures relevant to assigned area of responsibility.
- Interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make presentations and facilitate workshops for a variety of stakeholders.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field and five (5) years of responsible experience providing complex grants administration, budget administration, or related program support with high fiscal accountability.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-63

FLSA: Non-Exempt

EEO Code: H-

Board Approved: April 2021