

March 2014

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE: 29

CLASS TITLE: GRANTS COORDINATOR
SALARY RANGE: 33

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Write grant proposals and complete grant renewal applications as requested by Educational Programs. Assist in seeking and identifying new grant opportunities. Provide collaboration and technical assistance for grants awarded to SBCC.

Serve as the administrative coordinator for regional grants as requested. Perform grant support activities (i.e. database maintenance, preparation and distribution of meeting agendas, coordination of meetings and conferences, website maintenance). Implement grant-related recommendations as needed.

Provide grant support associated with survey administration, research needs, maintenance of data, report preparation and distribution.

Process grant-related budget items and monitor expenses for specific grants. In collaboration with fiscal services, develop grant-related budgets needed for proposals.

Respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning grant-related courses, curriculum, time lines, standards, requirements, practices, policies and procedures, including providing grant reporting narrative as requested.

In consultation with college administrators, develop a strategic plan for implementation of these initiatives. Develop and implement tactical work plans for active grants.

Coordinate production and delivery of grant-related deliverables such as brochures, flyers, posters, CDs, enrollment packets, career pathway promotional materials and other items specified by grants.

Grants Coordinator - Continued

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of public administration supervision and training.
Standards, practices, goals, objectives and procedures of college grant implementation.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic budget preparation and control.
Office methods and procedures including business correspondence, grammar, spelling, forms, telephone etiquette, and filing.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

ABILITY TO:

Plan, organize, and direct the operation of grants.
Interpret, apply and enforce pertinent laws, rules and regulations.
Coordinate, oversee and participate in a variety of grant-related functions.
Oversee and participate in the preparation and distribution of correspondence and a variety of promotional and informational materials.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Plan and organize work.
Maintain budgets and effectively monitor expenses.
Operate a computer and assigned software
Oversee and participate in the preparation and maintenance of various records and reports.
Analyze policies and procedures and formulate recommendations for improvement.
Utilize computer software applications, and keep records and prepare reports.
Work independently with little direction, assume responsibility, and take initiative in carrying out assignments.

Grants Coordinator - Continued

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor's degree and two years increasingly responsible paid experience in education or a profession related to business, or a closely related field.

Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex materials.

Ability to remain in a stationary position for extended period of time.

Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.