



Grant Coordinator I

Salary Group: B18

Class Code: 1920

| <u>CLASS TITLE</u> | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u> |
|-----------------------|-------------------|---------------------|---------------------|
| GRANT COORDINATOR I | 1920 | B18 | \$39,521 - \$64,449 |
| GRANT COORDINATOR II | 1921 | B20 | \$45,158 - \$73,788 |
| GRANT COORDINATOR III | 1922 | B22 | \$51,614 - \$84,479 |
| GRANT COORDINATOR IV | 1923 | B24 | \$59,004 - \$96,720 |

GENERAL DESCRIPTION

Performs complex (journey-level) grant development and administration work. Work involves preparing, maintaining, and reporting grants; evaluating grant applications to determine appropriateness of grant or compliance with requirements and standards; and serving as a liaison between funding sources and the state or federal government. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Researches and identifies sources of external funds and assists in the development of proposals to secure funds for new grant opportunities and grant renewal opportunities.

Prepares grant closeout materials.

Prepares work plans and time lines to ensure submission of state or federal grant applications and program reports in a timely manner.

Prepares letters of intent and grant applications.

Interprets policies, rules, or regulations; provides guidance to staff and the community regarding grant administration, compliance, policies, and procedures; and resolves related issues and concerns.

Ensures grantee's compliance with conditions of grants by monitoring and analyzing agreements, contracts, expenses, activities, and federal and state regulations.

Reviews submitted grant applications and determines the applicant's eligibility for award based on established criteria.

Obtains and analyzes project costs and prepares budget justifications and budget revisions for awarded grants.

Participates in cross-functional work groups composed of internal and external stakeholders to develop program objectives, work plans, and budgets.

Serves as a liaison between the agency, the State, and grant funding sources by attending meetings, responding to information requests, and resolving issues between parties involved.

Maintains files and records and prepares reports related to grants issued and or received.

May assist in the development of requirements for grant programs and in the creation of grant applications that may be awarded by the grantor agency.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the administration, development, coordination, and monitoring of grants. Graduation from an accredited four-year college or university with major coursework in public administration, business administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of laws and regulations pertaining to grants and/or contract administration, of business administration principles and practices, and of research and budgeting processes.

Skill in grant preparation, development, evaluation, and monitoring; in report writing; in budget development; and in the use of a computer and applicable software.

Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; and to communicate effectively.