



# Grant Coordinator III

Salary Group: B22

Class Code: 1922

| <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        |
| <b>GRANT COORDINATOR III</b> | <b>1922</b>       | <b>B22</b>          | <b>\$51,614 - \$84,479</b> |
| GRANT COORDINATOR IV         | 1923              | B24                 | \$59,004 - \$96,720        |

## GENERAL DESCRIPTION

Performs advanced (senior-level) grant development, coordination, and administration work. Work involves preparing, maintaining, and reporting of grants; coordinating grant applications; reviewing incoming applications to determine compliance with requirements and standards; monitoring grant awards; and serving as a liaison between funding sources and the state and the federal government. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates, researches, and identifies sources of external funds and creates proposals to secure funds for new grant opportunities and grant renewal opportunities.

Coordinates the review and analysis of project costs and prepares budget justifications and budget revisions for awarded grants.

Coordinates and evaluates work plans and time lines to ensure submission of federal grant applications and program reports in a timely manner.

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

Provides guidance and assistance to staff and the community regarding grant administration, policies, and procedures and resolves related issues and concerns.

Establishes, develops, and implements procedures for activity development and determines grant worthiness.

Monitors the implementation, management, evaluation, and close-out of grants according to rules and regulations.

Ensures a grantee's compliance with conditions of grants by overseeing 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.

Reviews letters of intent and grant applications.

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.

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

May develop, update, and maintain contract shells for various types of grants.

May administer processes for distribution of third-party grants to other entities for performing program services including amendments as necessary.

May supervise the work of others.

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 contract administration; of research and budgeting processes; of business administration principles and practices, including financial management and accounting; and of program planning and development.

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

Ability to interpret guidelines, policies, procedures, and regulations; to evaluate contracts; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; to communicate effectively; and to supervise the work of others.