

Director III - Grants Development and Administration

Position Details

Job Code: U7102

Reference Code: A363

Division/Unit: Strategy

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator for identifying and securing funding to support the Clark County School District's strategic plan; maintaining compliance requirements of all funding streams; and solving complex funding issues by working with multiple divisions. This position is directly responsible to the Chief Strategy Officer, Strategy Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops strategic utilization of all resources, aligning them to the District's vision, strategic plan, and priorities.
2. Establishes and promotes the practice of procuring continuous and high-impact grant funding to support the District's goal of increasing student achievement.
3. Serves as the District's Authorized Official and sign all grant applications, amendments, assurances, and official documents.

4. Serves as the Authorized Official on multiple state and federal platforms such as SAM.gov and JustGrants.
 5. Provides leadership and guidance districtwide related to grants.
 6. Represents the District in contract negotiations for grants and in ongoing communication with funding agency representatives.
 7. Analyzes federal regulations, non-regulatory guidelines, Education Department General Administrative Regulations (EDGAR), and Office of Management and Budget (OMB) requirements to ensure compliance and provide guidance to District executives, project directors, and staff relative to interpretation of those and other regulations and statutes related to grants.
 8. Develops, recommends, interprets, and evaluates policies, regulations, procedures, and practices.
 9. Provides District staff with interpretation of regulations and statutes related to grants.
 10. Collaborates with the Office of the General Counsel and the District's external legal consultants.
 11. Coordinates the activities between the Grants Development and Administration Department and the Business and Finance Unit and provide continuity with other District divisions, departments, schools, and outside agencies.
 12. Implements new District practices required by federal or state law.
 13. Identifies funding sources for new programs and provides direction to department staff in procuring federal, state, and foundation grants.
 14. Provides guidance and recommendations regarding policy related to grants.
 15. Provides leadership to enhance the success of assigned projects.
 16. Conducts oversight of projects to ensure that program activities are operated in compliance with applicable federal regulations and approved applications.
 17. Ensures fiscal responsibility and maintenance of auditable files of assigned projects consistent with contract and regulatory guidelines.
 18. Serves as an Authorized Official regarding federal assistance, as needed.
 19. Prepares and submits fiscal, interim, and final reports.
 20. Supervises project development and evaluation activities to ensure consistency with application requirements and with appropriate guidelines.
 21. Serves as a liaison with the independent outside auditor.
 22. Supervises and evaluates the performance of assigned staff.
 23. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations including EDGAR, OMB guidelines.
2. Knowledge of policies and procedures inclusive of District policy, generally accepted accounting principles, fiscal and accountability procedures, business and finance policies and procedures, and foundation and funding agency guidelines.
3. Knowledge of the federal education law for Grades K-12, the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA).
4. Knowledge of database design and structure for specific grant reporting.
5. Knowledge to provide technical assistance and professional development to meet the fiscal and evaluation needs of all District personnel who work with grant programs.
6. Knowledge of Tier I and supplemental curriculum and terminology, intervention strategies, and evidence-based practices to guide District personnel through the project design, evaluation outcomes, and budget narratives of grant programs.
7. Knowledge of marketing and networking strategies to effectively collaborate with the national, state, and local lawmakers, community representatives, education officers, attorneys, consultants, and others who assist with funding opportunities for the District.
8. Knowledge of District's strategic plan.
9. Knowledge of basic needs assessment strategies.
10. Knowledge and understanding of District policies, regulations, procedures, and standards.
11. Knowledge and understanding of local, state, and federal special education legal requirements.
12. Ability to analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
13. Ability to utilize multiple technology platforms.
14. Ability to research funding sources, evidence-based models, and demographic database information from District, city, county, state, and nationwide sources.
15. Ability to work with and gain cooperation of diverse groups.
16. Ability to demonstrate a high-level of self-confidence, initiative, self-

- direction, and problem-solving skills.
17. Ability to work collaboratively with other administrators, licensed personnel, and support professionals as well as other divisions in the District.
 18. Ability to lead, direct, and supervise assigned staff in a professional sensitive manner.
 19. Ability to communicate effectively both verbally and in writing.
 20. Ability to understand and support the District's priorities and goals.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. A minimum of five (5) years professional experience in grants development and administration, budgeting, fiscal accountability, public administration, or a related field.
2. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

A minimum of five (5) years professional experience working with federal grants.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or

military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/26/23
- Created: 10/21/08