COORDINATOR III - GRANT WRITER, VEGAS PBS

Reference Code: A608
Division: Vegas PBS
Classification: Professional-Technical
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to develop grant applications with special responsibility for researching and recommending available funding opportunities, provide management and oversight of generating proposals and supporting documents in response to funding applications, and formulate program reports, as needed, by the funding agency. This position is directly responsible to the Director, Vegas PBS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Develop and prepare grant applications and reports.
2. Develop and prepare grant application budgets and supporting documentation.
3. Research foundation databases and grant application publications and websites for appropriate grant application and funding opportunities.
4. Maintain oversight of assigned grant applications on an ongoing basis to ensure compliance with funding agencies and regulatory guidelines.
5. Develop cost analysis forecasts and prepare and submit grant application budgets.
6. Analyze federal regulations, non-regulatory guidelines, education department general administrative regulations, office of management and budget requirements, and foundation giving guidelines to ensure compliance.
7. Provide technical assistance training to project directors and other grant recipients.
8. Analyze project assurance statements and review implications with staff.
9. Formulate procedures for the project application process and interface with appropriate personnel.
10. Determine format for data presentation to address funding criteria.
11. Prepare documents for presentation to the Board of School Trustees and outside entities.
12. Assist in supervising the maintenance of auditable project files.
13. Maintain and implement a funding calendar.
14. Supervise and evaluate the performance of assigned staff.
15. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Ability to work under pressure and meet deadlines.
2. Ability to work cooperatively with colleagues, viewers, school and administrative personnel, and representatives of community organizations or agencies.
3. Possess grant and fiscal organizational skills.

POSITION REQUIREMENTS:
Education and Training:
   An earned bachelor’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 that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:
1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Experience in technical writing.
3. Experience with fiscal management.
4. Knowledge of basic needs assessment strategies.

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

**Equal Employment Opportunity – Affirmative Action**
The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.