
GRANTS COORDINATOR

DEFINITION

Under general direction, prepares grant proposals and supporting documents; provides grants administration support; maintains administrative and fiscal records; coordinates grants programs, special projects, and performs related administrative support functions; supports cooperative working relationships among Authority departments and acts as liaison with various grantees, community organizations, the general public, and funding organizations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Grants Administrator.

CLASS CHARACTERISTICS

This is an entry-level class that provides grants administrative and technical support for incoming and outgoing grant programs. Responsibilities include budget development, seeking grant funding, and reporting; expenditure monitoring and grant funds disbursement. Incumbents serve as a resource for grants administration analyses and studies.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.

- Performs administrative work in grants administration and reporting, including researching grant funding opportunities, preparing grant proposals, assisting in preparing budgets, and interpreting funding agency regulations and requirements.
- Analyzes, reviews, and ensures compliance of grant proposals and budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation and reporting requirements.
- Follows and maintains strategic development plan for grant opportunities related to the Authority's mission.
- Develops grant proposals; coordinates review with project managers and technical experts.
- Maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Serves as a liaison with project managers and grant funding organizations pertaining to grant submissions and future funding; provides information and assistance to the appropriate departments regarding research of funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Creates and distributes standard and special reports, summaries, and analysis as requested.
- Maintains accurate records and files; ensures storage of records complies with retention schedules.
- Assists with reporting requirements for grant awards and grant project recordkeeping.

Santa Clara Valley Open Space Authority

Grants Coordinator

- Provides technical assistance to the management of Measure Q, 20% Funding, and other Authority grant programs.
- Provides general administrative support to grant programs including records management, responding to phone or email inquiries, maintaining calendar of program milestones, draft routine correspondence.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Project and/or program management, analytical processes, and report preparation techniques; grant administration, finance, budgeting, and other related governmental programs.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Research and reporting methods, techniques, and procedures.
- Project tracking and monitoring.
- Recordkeeping principles and procedures.
- Computer applications related to the work, including Microsoft Excel, Word, PowerPoint, and databases such as Zoom Grants.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service and effectively representing the Authority in contacts with Authority grant recipients, governmental agencies, other funding organizations, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Plan, organize, and carry out assignments from supervisor and management staff with minimal direction.
- Perform responsible clerical support work with accuracy and speed requiring the use of tact and discretion.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Learn and understand the organization and operation of the Authority, and its various departments and outside agencies as necessary to complete assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate arithmetic, financial and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Communicate in person, over the telephone, and in writing.
- Use persuasive writing techniques to communicate project narratives for grant proposals.

Santa Clara Valley Open Space Authority

Grants Coordinator

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework and two (2) years relevant working experience, for example grant writing and/or grants administration.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: February 2019

REVISED: N/A

FLSA: Non-Exempt