



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Grant Specialist**  
 Job Family: **Support Services**  
 Prepared/Revised Date: **June 9, 2022**

FLSA Status: **Exempt**  
 Pay Range: **SS50Y**  
 Job Code: **33708**

**SUMMARY:** Responsible for facilitation of the grant process from pre-award to post-award for assigned programs, including but not limited to, local and state grant programs, federal grant programs and/or the Medicaid reimbursement program. Acts as a liaison between grant stakeholders including funders, programmatic staff, fiscal staff, District administrators, and oversight agencies. This position reports to the Partnerships and Grants Administration Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Coordinates and collaborates with the grant requestor and the grant writer to assist in the development of a comprehensive grant application and when applicable, grant revisions.	D	20%
2. Works with accounting and financial reporting staff to ensure appropriate account codes are established in the financial system and communicates account codes, documentation standards, and other fiscal requirements to applicable programmatic staff. Serve as a liaison between programmatic staff and fiscal staff.	D	15%
3. Attend work and arrive in a timely manner.	D	1%
4. Develops comprehensive fiscal budget in consideration of program objectives, allowable grant activities and costs, district policies, administrative guidelines, and, if applicable, federal, and state law.	W	25%
5. Maintain complete and accurate grant records in accordance with grant requirements, state records retention requirements and district policy.	W	2%
6. Ensure programmatic and fiscal reports are submitted in accordance with established timelines; complete assigned reporting responsibilities and/or collaborate with programmatic and fiscal staff to prepare reports.	M	15%
7. Monitors and analyzes budget to actual reports to ensure costs charged to the grant are reasonable, necessary, allowable, and properly reported; coordinate with fiscal staff to process correcting journal entries.	M	10%
8. Serves as the point of contact for grant funders and coordinates communication between funders, and other stakeholders.	M	2%
9. Monitors grants spend down to ensure grant funds are used in the period of performance.	Q	5%
10. Stay up to date on funder expectations, compliance requirements, and federal, state, and local grant guidance and regulations for assigned grants.	A	3%
11. Work collaboratively with district fiscal staff to provide funders, auditors and/or other oversight agencies requested documentation.	A	1%
12. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Marketing, Business, Communications, English, or related field
- Three years or more of experience in Grant writing and fund development
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of on-line application systems, google docs, and internet applications
- Working knowledge of fund development processes
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feed			X	
Reach with hands and arms			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	