

EAST BAY REGIONAL PARK DISTRICT

GRANTS COORDINATOR

GENERAL FUNCTION:

Under general supervision, serves as the primary assistant to the Manager by carrying out technical and analytical administration of projects funded by sources outside the District.

ESSENTIAL FUNCTIONS:

Analyzes rules and regulations of grant programs related to District acquisitions, stewardship and capital improvement projects. Researches and identifies Federal, State and local grants potentially available to the District; prepares grant applications and oversees application process to successful award. Establishes checklists and timetables to meet deadlines; maintains necessary records on programs. Serves as liaison between District staff receiving award and the grantor to ensure proper reporting and continued grant eligibility. Monitors outside funding contracts, expenditures, request reimbursement and close completed projects. Assists in preparation of reports to funding sources, and information for staff and the Board of Directors. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Education: Equivalent to completion of twelfth grade and a minimum of 90 semester or 135 quarter units of college level courses, and
- Experience: Three years of experience in public sector administration, which included at least 2 years in primary grants administration.
- Substitution: Additional experience may be substituted for a maximum of two years of required education on a year for year basis.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of grants processes; including accounting and financial reporting; ability to identify available sources and marketing techniques; review, administer and monitor grants through to completion; ability to make effective oral presentation, write and organize reports. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid driver's license is a condition of initial and continued employment in this classification.

REPORT TO: Grants Manager

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 3/23/02:
\$4,018.63 - \$4,371.25

Adopted by the Board: August 1986

Reclassified as Grants Specialist MG02: May 16, 1989
Grants Coordinator Reinstated by Board: March 2002
Approved by General Manager: January 30, 2003

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