SERIES PURPOSE
The purpose of the grants coordinator occupation is to monitor agency participation in & utilization of grant funding programs.

At the lowest level, incumbents prepare & process grant applications.

At the highest level, incumbents direct departmental grant programs & supervise grants coordinators &/or other support staff.

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**CLASS CONCEPT**
The full performance level class works under general supervision & requires considerable knowledge of contract & grant preparation & accounting in order to prepare & process grant applications & related documents & monitor expenditures of funds.

**CLASS CONCEPT**
The advanced level class works under direction & requires thorough knowledge of contract & grant preparation & accounting in order to monitor agency participation in grant programs or monitor endowment of funds to qualified participants for adherence to contract/program rules & regulations.

**CLASS CONCEPT**
The supervisory level class works under general direction & requires thorough knowledge of contract & grant preparation & accounting in order to administer departmental grants programs & supervise grants coordinators &/or clerical support staff in grants processing & compliance activities.
**JOB TITLE**
Grants Coordinator 1

**JOB CODE**
63161

**B. U.**
14

**EFFECTIVE**
03/26/1990

**PAY GRADE**
28

**JOB DUTIES IN ORDER OF IMPORTANCE**
(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Prepares, reviews & processes grant applications, prepares & assembles supplemental data & tracks grant through approval process.

Sets up grant account ledgers & records disbursement of funds; conducts monthly/quarterly audits of expenditure reports on grant projects/programs; reviews & adjusts budgets.

Provides assistance to program/project personnel regarding funding sources & requirements; explains rules & regulations to be followed to ensure grant compliance.

Prepares required activity reports (e.g., semi-annual, annual, final) for submission to granting entity.

**MAJOR WORKER CHARACTERISTICS**
Knowledge of proposal writing or contract & grant preparation; accounting; budgeting; public relations*. Skill in operation of personal computer*. Ability to gather, collate & classify information according to established methods; calculate fractions, decimals & percentages.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**
3 courses or 9 mos. exp. in contract & grant preparation or in proposal writing; 1 course or 3 mos. exp. in accounting.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**
Not applicable.

**UNUSUAL WORKING CONDITIONS**
May require overnight travel.
Grants Coordinator 2

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<th>JOB TITLE</th>
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<th>EFFECTIVE</th>
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**JOB DUTIES IN ORDER OF IMPORTANCE** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates & monitors agency's participation in grant programs or coordinates & monitors agency endowment program.

Writes project proposals for submission to granting agencies; monitors applications through approval process; negotiates final contract with granting agency.

Plans & develops policies & programs; determines priorities; establishes grant monitoring processing systems.

Provides technical assistance & guidance to department administrators & project directors; conducts training programs on regulations & requirements, application procedures & project administration.

Monitors & evaluates grant projects to assure adherence to standards; conducts on-site inspections of project areas.

Monitors work of clerical, professional & administrative employees involved in grants projects when assigned.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of supervisory principles/techniques*; public relations; contract & grant preparation; accounting; budgeting.

Skill in operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; gather, collate & classify information about data, people or things; calculate fractions, decimals & percentages.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

3 courses or 9 mos. exp. in contract & grant preparation; 3 courses or 9 mos. exp. in accounting; 3 mos. trg. or 3 mos. exp. in public relations.

-Or 6 mos. exp. as Grants Coordinator 1, 63161.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May require overnight travel.
Grants Administrator 63165 EX 09/22/2013 13

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Administers departmental grants programs & supervises grants coordinators &/or clerical support staff.

Manages fiscal aspects of grants, establishes cost controls, develops accounting systems & prepares budgets; ensures grant recipients adherence to state &/or federal procurement rules & regulations governing grant expenditures; oversees preparation & submission of required state &/or federal fiscal reports.

Plans & develops policies & programs; determines priorities & time schedules; writes directives & guidelines.

Reviews project application & recommends approval or disapproval; monitors preparation of grant applications; monitors requests through approval; negotiates final contract with granting agency.

Serves as liaison with federal, state & county agencies & general public; disseminates information, explains programs; plans, organizes & conducts meetings, conferences & seminars.

MAJOR WORKER CHARACTERISTICS
Knowledge of supervisory principles/techniques; state & federal laws pertaining to grants*; budgeting; accounting; contract & grant preparation. Skill in operation of personal computer*. Ability to deal with large number of variables & determine specific course of action; proofread technical materials, recognize errors & make corrections; write complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Completion of undergraduate core program in accounting &/or finance; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or 24 mos. trg. or 24 mos. exp. in preparation & monitoring of grants &/or other fiscal accounts; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or 12 mos. exp. as Grants Coordinator 2, 63162.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT
Not applicable.

UNUSUAL WORKING CONDITIONS
Not applicable.