

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Grants SpecialistDepartment: GrantsTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M-F, 8:00 a.m. to 4:30 p.m.Salary Schedule (Range): A-95

Background and Rationale (use back of form if additional space is needed): The current person filling in this position is retiring with an effective date of August 31, 2021. This position needs to be filled as soon as possible, as the other Grants Specialist in the office will be retiring on December 31, 2021. We need some overlap to allow for training in departmental procedures and to minimize the impact on office operations.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-380000-211000-679000 -2100 100 % Amount \$ 108,934
Account Number(s): _____ % Amount \$ -65,974.08

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: The salary amount listed above assumes a step placement of 2-3

Signatures:

adrienne.price Digitally signed by adrienne.price
Date: 2021.08.04 14:47:56 -07'00'

1. Requesting Manager SignatureKelly Fowler, VPI
Kelly Fowler, VPI (Sep 9, 2021 12:20 PDT)Date
Sep 9, 2021**4. Human Resources Signature**Suchanong
5. Vice President, Human ResourcesDate
9/21/21**2. Division Vice President Signature**Bob BoyceDate
09/14/21**3. Chief Compliance/Budget Officer Signature**

Date

☒ Funding available ☐ Funding not available Position Number: CA9352 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin
6. Signature of President/CEOOctober 28, 2021
Date

GRANTS SPECIALIST

DEFINITION

Under general supervision, performs specialized duties related to developing and monitoring complex grant budgets, reconciling budget issues as they arise, preparing a variety of budget and personnel transaction requests, assembling grant applications, conducting research in support of grant proposals, preparing special reports and correspondence, and maintaining accurate and orderly financial and other grant-related records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Director, Grants. May exercise technical and functional direction over and provides training to student workers and hourly employees.

CLASS CHARACTERISTICS

This classification provides grants administration support. Responsibilities include budget development, expenditure monitoring and grant funds disbursement. Incumbents serve as a resource for grants administration analyses and studies. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. Incumbents at this level perform the full range of duties as assigned, working independently, and exercising a higher level of judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Director, Grants in that the latter has overall management responsibility for all functions, services, and activities related to the District's grant program.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Coordinates and performs administrative work in grants administration and reporting, including assisting the Director, Grants in researching and disseminating funding opportunities, and reviewing, approving, and tracking requisitions, reimbursements, and payroll documents for all grant projects; assists in preparing grant budgets and interpreting funding agency regulations and requirements.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs.
- Ensures compliance of grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Develops operating budgets for funded projects, including account set-up; coordinates, prepares, and/or edits various budget documents, including budget revisions and appropriation transfers.
- Responds to inquiries regarding policies and procedures related to budget development and grant monitoring.
- Prepares budgets for specially funded projects, gathers necessary data from appropriate college staff and applies regulations from external agencies and internal departments.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; reconciles grants budget system with other system databases; generates reports as needed.
- Collects, compiles, and analyzes data and information from various sources related to assigned functions.
- Provides information and assistance to the departments regarding research of funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Creates and distributes standard special reports, summaries, and analysis as requested.

- Maintains accurate grant project records and files; develops storage of records and retention schedules; ensures compliance with rules, regulations, and audit standards.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on grant funding policies, regulations, procedures, and new developments.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of budgeting, funding sources, and grant funds disbursement.
- Grant administration, finance, accounting, budgeting, analytical processes, and report preparation techniques; and related governmental services.
- Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to grants development and administration.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities as they relate to grants administration.
- Assist in the development of goals, objectives, policies, procedures, and work standards for grant administration.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.

- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in finance, accounting, business or public administration, or a related field, and three (3) years of experience in governmental grant budgeting, accounting, writing, and/or management, preferably in an institution of higher education.

Licenses and Certifications:

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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. Incumbents 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 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 staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.