

April 15, 2025

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

☐ Classified ☐ Confidential ☐ Administrative

☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment

A

Position: _____ FTE (%): _____
Division: _____ Department: _____
Term (month/year): _____ Salary Schedule (Range): _____
Work Schedule (Days, Hours): _____

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: _____ Last date of employment: _____

Reason for vacancy: _____

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____

Out-of-Class Assignment Reason ☐ Incumbent on Leave ☐ Vacancy ☐ Back-Fill

C

Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):

Area Vice President Initials: KF

D

Budget information to fund this position:

Account Number: _____ Amount: _____ % \$ _____

Account Number: _____ Amount: _____ % \$ _____

Fund (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 (grant/temporary funded): Beginning date: _____ End date: _____

Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):

Fiscal Use Only: Funding available ☐ Funding not available ☐ Position # _____ Contract # _____

E

Signatures - print/sign/date (to be completed in numerical order):

1. Requesting Manager: _____ A. R. P.
2. Division Vice President: Kelly Fowler, VPI Kelly M. Fowler 04/03/25
3. Applicable Human Resources Manager: _____ Stacy Manfredi 4/8/2025
4. Chief Compliance/Budget Officer: _____
5. Vice President, Human Resources: Recommend to fill Y es No (see attached rationale) _____

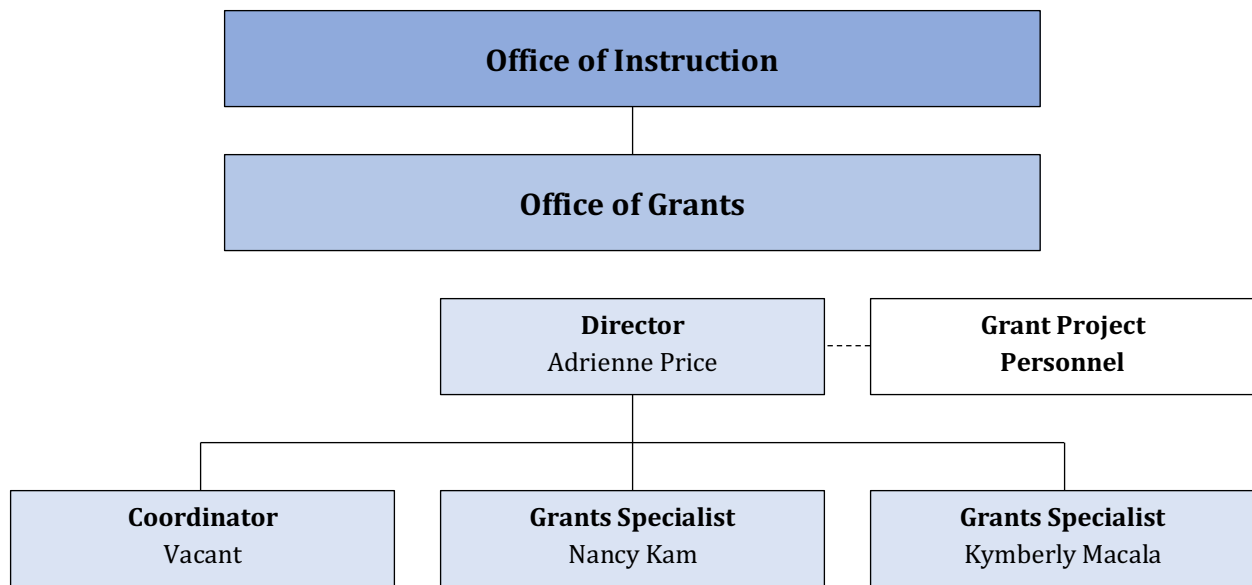
Initial _____ Date _____

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

☐ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. President/CEO: _____

Grants Office Organizational Chart



The Director oversees all department functions, which include grant development (pre-award) and grant management (post-award) activities for competitive grant projects and state allocations.

The Coordinator is primarily responsible for grant development (pre-award) activities.

The Grants Specialists are exclusively responsible for grant management (post-award) activities for the 61 active grant projects monitored by the Grants Office.

COORDINATOR, GRANTS

DEFINITION

Under general supervision, plans, organizes, and coordinates activities for assigned grants; identify potential external funding opportunities, collects and analyzes data in support of grant proposals, prepares and submits assigned grant applications, assists in communicating with funding agencies, and monitors grants received.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Director, Grants. Exercises technical and functional direction over and provides training to student workers and staff.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating activities for assigned grants. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. 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. 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)

1. Researches, interprets, and disseminates information on federal, state, and private funding opportunities to support District programs and services.
2. Maintains a distribution list of faculty, staff, and managers for funding opportunity dissemination.
3. Prepares and maintains a calendar of federal, state, and private funding opportunities.
4. Assists in content management for the department's web page.
5. Facilitates grant planning meetings.
6. Works with internal and external faculty, staff, and administrators to plan develop, organize, and write grant applications.
7. Collects and compiles data to support grant application narratives.
8. Develops line-item budget requests and narrative justifications for grant applications.
9. Submits grant applications in accordance with funding agency requirements.
10. Monitors projects for compliance with state and federal regulations and funding agency guidelines.
11. Assists project directors with required progress and final reports.
12. Establishes and maintains contacts with funding agency personnel.
13. Participates in informational meetings conducted by various funding agencies to maintain ongoing knowledge of funding priorities and criteria.
14. Maintains official grant files for audit purposes.

15. Assists the Director, Grants in providing orientation sessions for new grant project directors and personnel to provide information on implementation, grant management, time and effort reporting, and other funding agency and institutional compliance policies and procedures.
16. Attends and participates in professional group meetings.
17. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
18. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
20. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
21. Prepares and delivers oral presentations related to assigned areas as required.
22. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of public agency grant funding, including techniques and methods of researching grant opportunities, identifying grant funding agencies, and securing and maintaining funding from external agencies.
3. Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
4. Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
5. Mathematics and basic statistical computations.
6. English usage, grammar, spelling, vocabulary, and punctuation.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Rules, regulations, guidelines, and legislation that pertain to specially funded projects.
9. Oral and written communication skills.
10. Techniques for providing a high level of customer service by effectively dealing with students, staff, faculty, administrators, and external partners, including individuals of various ages, disabilities, socioeconomic, and ethnic groups.
11. Principles, practices, and procedures of budgeting, funding sources, and grant funds disbursement.
12. Grant administration, finance, accounting, budgeting, analytical processes, and report preparation techniques; and related governmental services.
13. Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
14. Basic principles and practices of public administration as applied to operational unit and program administration.
15. Research and reporting methods, techniques, and procedures.

16. Principles and practices of data collection and report preparation.
17. Applicable federal, state, local, and District policies, codes, regulations, technical processes, and procedures related to grants development and administration.
18. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
19. Record keeping principles and procedures.
20. Principles, practices, and techniques of effectively dealing with the public and basic public relations.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Read, interpret, comprehend, and implement governmental rules, regulations, guidelines, and legislation.
5. Write clear, concise, logical narratives.
6. Participate in the preparation, development, and submittal of grant applications.
7. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
8. Organize own work, set priorities, and meet critical deadlines.
9. Establish and maintain contacts and partnerships with potential and existing funding agencies.
10. Work independently while recognizing situations that require the supervisor's attention.
11. Maintain accurate and orderly records.
12. Operate modern office equipment, including computer equipment and specialized software application programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
15. Coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities as they relate to grants administration.
16. Assist in the development of goals, objectives, policies, procedures, and work standards for grant administration.
17. Plan, organize, and carry out assignments from management staff with minimal direction.
18. Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District policies, procedures, and regulations.
19. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.

20. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
21. Make accurate mathematical, financial, and statistical computations.
22. Establish and maintain a variety of filing, record keeping, and tracking systems.
23. Understand scope of authority in making independent decisions.
24. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

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:

1. Education equivalent to graduation from a regionally accredited four-year college or university with major coursework in English, writing, public administration, business, or a related field; and
2. Three (3) years of experience in grant writing, management, budgeting, and/or accounting, preferably in an institution of higher education.

Desirable Qualifications:

1. Knowledge of funding agency submission systems (e.g., Grants.gov, Fastlane).
2. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
3. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

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; operate motor vehicles to visit various District 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 a job that involves standing and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull equipment and materials. Incumbents must possess the

ability to lift, carry, push, and pull materials and objects, typically weighing on average 20 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in a laboratory and an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023