

GRANT COORDINATOR II

NATURE OF WORK

This is professional work administering federal, state, or local grant funds for departmental functions. This is a temporary, classified position covering the period of the grant.

Work involves responsibility for developing and implementing programs and projects in accordance with the provisions of the grant. Work may include conducting research, compiling and analyzing statistical data, preparing reports, reviewing and answering questions concerning the grant procedures, and monitoring and reviewing grant specifications. This classification is distinguished from the Grant Coordinator I by reason of the added complexity, responsibility, and independence. Work is performed independently with work being reviewed by an administrative superior in the form of written reports and results achieved. Supervision may be exercised over subordinate staff. An employee is assigned to this classification only for the time specified by the grant. Once the funding ends, the employee will be subject to separation from City service.

EXAMPLES OF WORK PERFORMED

- Designs and develops programs to meet grant specifications and departmental needs.
- Conducts research and investigative work in the field to which assigned.
- Acts as a resource person for advisory boards and task forces by compiling, analyzing, and presenting information.
- Compiles and calculates statistical data; analyzes information and prepares reports.
- Interprets rules and procedures, answers questions, and reviews policies and procedures.
- Monitors department compliance with grant specifications; analyzes progress towards goals.
- Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

- Knowledge of the fundamental principles and practices of the area to which assigned.
- Knowledge of research techniques, procedures, and methods.
- Knowledge of management and administrative policies and procedures.
- Ability to analyze and interpret data and submit reports upon analysis.
- Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with department officials, co-workers, grant officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration or in a field directly related to the purpose of the grant, and experience related to the position and program of the assigned grant or experience in a responsible administrative or managerial capacity.

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