

JOB DESCRIPTION

Job Title: Grant Manager, Choices Program (9951)

Job Summary:

Under the supervision of the of the director of the program and/or designee, responsible for coordinating direct services for students and overseeing the planning, developing, and implementation of policies, regulations, guidelines, and procedures for grants awarded to the Tulare County Office of Education Choices Program. This position will also serve as a resource to students, county personnel, partner organizations, and funding agencies regarding the Choices Program and will assist in the development, preparation, and distribution of program information, and materials.

Essential Duties:

- Collaborate with Administrators and school site personnel to coordinate direct services for students related to program area.
- Assist with planning, organizing, and coordinating program requirements that align with established goals and objectives of each grant.
- Monitor and assess grant projects and related processes to evaluate and monitor outcomes of projects associated with grant awards.
- Assist with supervising, evaluating, coaching, and providing guidance to assigned staff to ensure compliance with established grant goals and objectives.
- Plan, prepare, schedule, and conduct training sessions, committee meetings, conferences, and presentations for students and community members.
- Participate in local, regional, and statewide trainings related to grant goals and objectives.
- Prepare and present a variety of informational materials, presentations, and communication materials related to fulfilling grant goals, objectives, and requirements.
- Assist with developing and managing budgets to ensure compliance with budgetary and funding regulations associated with grant.
- Track student information, including attendance and academic performance, and maintain accurate records in accordance with grant requirements.
- Research and review private, state, and federal funding sources that are applicable to program needs and will provide ongoing support of programs.
- Assist with preparing, writing, and submitting grant and funding proposals and applications to secure funding and support for programs.
- Perform needs assessments and assist in the development of the goals and objectives for the purpose of responding to grant proposals.
- Review and analyze evaluation and assessment documentation and recommend revisions to grant processes and procedures, as needed.
- Recommend and assist with the requisition and purchase of training materials and equipment necessary to ensure grant compliance.
- Serve as the liaison to county, state, and federal agencies responsible for project guidelines and ensuring compliance to procedures and funding requirements.
- Develop, implement, and monitor various recordkeeping systems to collect, monitor, and maintain grant data within various information systems.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities Required:

Skills to:

- perform decision analysis and make decisions of considerable consequence;
- apply and interpret data, facts, procedures, and policies;
- communicate frequently with managers, internal staff and sub-contractors to communicate information, data, and alternative problem solutions;
- coordinate programs;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- maintain confidentiality of information;
- follow complex verbal and written instructions;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and utilize a variety of applicable programs.

Knowledge of:

- grant sources, application preparation, evaluating, and monitoring;
- subject matter commonly associated with prevention services, particularly in the area of youth development, public health and environmental prevention;
- modern office procedures and equipment;
- research techniques, strategies, and procedures;
- budget preparation and management;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior;
- proper English grammar, punctuation, and sentence structure.

Ability to:

- provide support in the coordination and development of creative and innovative programs and projects;
- analyze, evaluate and assess the programs;
- plan, organize and develop research and survey techniques;
- participate in the evaluation and assessment of the program;
- effectively serve as a resource to administrative and programmatic personnel and sub-contractors;
- communicate effectively in oral and written English;
- understand and carry out oral and written directions with minimal supervisory control;
- evaluate staff for program purpose;
- meet deadlines;
- work a schedule that includes occasional evenings and weekends;
- travel in- and out-of-county using own vehicle.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- Five years of experience in grant management;
- One year of supervisory experience.

Education Required:

- Bachelor's degree in business, public administration, or related field.

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: *Exempt*

May 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.