

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Grants Specialist

BASIC FUNCTION: Under the supervision of the area Director, researches and analyzes funding opportunities for the District and partners; analyzes proposal requirements; develops budgets and budget narratives; assists in proposal development; provides technical assistance in the submission of funding applications, proposals, and reports; provides technical assistance in monitoring of grants and contracts to ensure compliance with federal and state requirements.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Researches and recommends funding opportunities for all campuses in the District.
2. Develops budget and budget narratives for grant proposals for District and partners.
3. Coordinates and prepares submission of grant applications and reports for District and partners.
4. Advises clients and provides technical assistance and guidance in the management of grant and contract funded projects and budgets for the District and partners.
5. Develops and maintains a database to monitor personnel hours and charges for grant and in-kind resource contributions for the District.
6. Advises clients and prepares grant budget modifications and submission to funding agencies.
7. Coordinates with District's Office of Administration and Finance to approve budgets for submission of grant proposals and reports for the District.
8. Advises and provides technical assistance to staff and clients on proposal preparation and submission for the District and partners.
9. Attends funding agency site visit meetings for funded programs to advise on budget and compliance performance.
10. Advises and assists clients in monitoring program expenditures and reporting requirements for grant and contract funded projects for the District.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in a reasonably related field is required.

EXPERIENCE: At least two years of directly related experience in program or proposal development is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Techniques used to acquire statistical information for use in preparing proposals; project management skills; math and writing skills; commonly used word processing and electronic spreadsheet software programs; English language and grammar.

ABILITY TO: Understand and carry out complex oral and written instructions; work effectively with faculty, administrators, staff, and representatives from outside organizations.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, funding agencies, county offices, and school districts.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.