

## Citrus College

## Position Description

Position: Grant Project Specialist	Position Number:
Department/Site: Various	FLSA: Non-exempt
Evaluated by:	Salary Range: 38

### Summary

Receives communication from the funding agency and ensures communication with all interested parties. Promotes the completion of all activities as identified in the work plan. Completes all required reports and submits them to the identified funding agency in a timely manner.

### Essential Duties and Responsibilities

- Serves as a District representative and liaison to the funding agency as well as all constituents served by the grant/project.
- Serves as the point of contact for communication among all grant/project personnel including the timely dissemination of all materials.
- Coordinates special events involving speakers, site selection, and support services. Arranges and sequences logistics and contracted services that support the events.
- Designs layout for promotional materials, taking into consideration the intended message, audience, and the need to integrate text graphics, and artwork. Confers with other District staff to coordinate the production of printed materials.
- Monitors and compiles all data as required by the terms and conditions of the grant/project, using appropriate technological skills.
- Attends all meetings and assembles all required materials to support the meetings. Prepares detailed recording of all meetings and archives as required by the funding agency.
- Explains procedures and processes to all constituents as related to the project activities.
- Updates and revises the website on a regular basis and communicates any concerns with Webmaster.
- Maintains contact with other District departments to ensure the timely processing of all reports, contracts, invoices, and grant/project related activities.
- Maintains contact with local, state and national organizations related to the grant/project objectives and activities.
- Researches and develop special reports and/or composes correspondence in order to provide information regarding the grant/project goals.
- Collects and compiles data regarding evaluation of the project as required by the funding agency.
- Performs other duties as assigned that support the overall objectives of the position.

### Qualifications

#### ▪ **Knowledge and Skills**

Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.

Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the grant project, and data entry onto custom databases.

Requires skill at facilitating group problem-solving processes.

Requires sufficient math skills to perform financial and statistical recordkeeping, including double-entry bookkeeping.

Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.

Requires sufficient human relations skill to work productively and cooperatively with funding agencies, exercise patience when dealing with internal and external customers, and convey technical concepts.

- **Abilities**

Requires the ability to independently perform all of the duties of the position.

Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.

Must be able to learn, interpret, explain and apply knowledge of department and grant organization, operations, programs, functions, and special terminology used in the organization unit, to relieve program director of a variety of administrative details.

Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.

Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.

Requires the ability to use presentation graphics programs effectively.

Requires the ability to communicate with funding agencies, faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

- **Physical Abilities**

Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.

Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.

Requires the ability to use near vision to read printed materials.

Requires auditory ability to carry on conversations in person and over the phone.

Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

Bachelor's degree OR the equivalent in education and related experience.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.