



Senior Grants Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
171	Exempt		AFSCME	7	July 1988	NA	1 of 1

DEFINITION: Under general direction, assists in the development and coordination of administrative projects for the District; performs other related duties as required.

REPORTS TO: The Capital Planning and Grants Manager, or designee.

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

Administration:

- Develops, plans and timetables for administrative projects relating to future operations.
- Maintains liaison with Federal, State and local grant program administrators.
- Prepares Federal, State, and local grant applications; processes bid invitations, specifications, contracts, and related administrative documents.
- Develops project descriptions and estimates of material and labor; prepares capital improvement planning documentation.

Supervision:

- Monitors and supervises the preparation of applications for grants for capital and operating assistance.

Reports and Correspondence:

- Prepares and submits quarterly progress reports; conducts special analysis and prepares related reports.

Budget:

- Directs and monitors budget revisions for grant projects.

MINIMUM QUALIFICATIONS:

Knowledge Of: Grant preparation and management; contract administration and compliance; computerized management information systems.

Ability To: Conduct thorough analysis; organize and delegate; exercise sound independent judgment; establish schedules and performance indicators; communicate effectively both orally and in writing; establish and maintain effective working relationships.

Education: Equivalent to graduation from an accredited college or university with a major in Business or Public Administration or a related field. (Additional years of required experience may be substituted for required education on a year-for-year basis).

Experience: Three (3) years of progressively responsible experience at the Grants Administrator level or in a related position.

NOTE: This job description was written July 1988. The language has not yet been revised. For practical reasons, it has been transcribed in the MS Word electronic format. (11/4/03)

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