

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

GRANTS MANAGER

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Three or more years in budgeting or financial experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to operate a personal computer. Knowledge of budgeting and financial management. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to represent the District at State and regional functions.

REPORTS TO:

Assistant Superintendent, Instruction

JOB GOAL

To assist with the submission and budgeting and implementation of grants obtained through the district.

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with the submission and monitoring of all Federal Grants.
- * (2) Assist in the preparation and submission of the annual application and budget for each program.
- * (3) Assist in the preparation and submission of all federal and State reports related to each program.
- * (4) Remain current on laws and requirements regarding each program and meet with related staff to interpret and implement regulations.
- * (5) Maintain a current property inventory for each program.
- (6) Attend appropriate county, area and State meetings related to the programs.
- (7) Serve as liaison between administration and finance departments.
- (8) Assist in the development of administrative guidelines.
- (9) Assist in the development of policies.
- *(10) Prepare all required reports and maintain all appropriate records.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(12) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan, pay group 10. Length of the work year and hours of employment shall be those established by the District.

GRANTS MANAGER (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 3
Group 10 of the ESP Salary Schedule
DOE Job Code 75013**

**Board Approved 06/18/2013
Revised Board Approval 04/11/2017**