

**PERALTA COMMUNITY COLLEGE DISTRICT - June, 2012**

**CLASSIFIED JOB DESCRIPTION**

**COORDINATOR/GRANTS AND SPECIAL PROGRAMS  
(SEIU Local 1021 Salary Range 95)  
Job Code: 989**

**CLASS PURPOSE**

Under general direction of the Budget Director and within the Department of Finance and Administrative Services, plans and develops methods and procedures to implement and administer the budget activities of the District's Grants and Special Programs. Manages and tracks all District-wide categorically funded programs. Coordinates achievements of department, program, or project mission, goals, and objectives. Performs other duties as assigned.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates Grants Administration activities within the District Budget Office.
- Monitors multiple state and federal grants and expenditures and other categorically funded programs such as Career Technical Education (CTE), matriculation, contract education and other private, corporate, foundation and community grants for fiscal and programmatic compliance.
- Assists with the review of grant proposals, contract education and other funding as it pertains to categorical funding projects; assists with proposals and agreements for District managers and Board of Trustees review.
- Assists administration and colleges with budget implementation for all categorical, special projects/grants and contract education. Assists with the interpretation and use of budget funds to ensure fiscal control compliance with grant and contract regulations.
- Works with college and district budget personnel regarding special projects budgets compliance and provides guidance with interpretation and use of budgets to ensure fiscal control compliance with grant and contract regulations.
- Act as Budget Office liaison between colleges and funding agencies to provide clarification of state policies and procedures with respect to grants/budget regulations' and compliance issues.
- Analyzes new projects, conducts research and website searches for possible sources of grants/funding applicable to Peralta College's needs and recommend effective, efficient implementation and ensure compliance while meeting project goals in a timely manner, including spend-down procedures to completely and correctly utilize funds.
- Responsible for writing, reviewing and revising Memo of Understanding (MOU) for contractors participating in the programs; review and revise budgets, preparing Board materials for contractors, making sure contracts are promptly paid, and reporting expenditures.

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- May manage the CTE on-line application process.
- Reviews personnel action forms for use of funds for personnel costs. Confirms and signs off to acknowledge availability of funds. Follows up with campuses to address discrepancies.
- Coordinate development and implementation of new procedures to ensure proper internal controls are in place.
- Act as District project lead for audit findings related to special projects and grants, including all reporting, both programmatic and financial. Works closely with internal and external auditors to make recommendations regarding findings.
- Provides training and guidance to college Staff Services Specialists and other special projects staff concerning project management and District procedures regarding grants administration.
- Reviews and analyzes reports, records, and directives, and confers with others to obtain data required for planning department and/or program activities, such as new commitments, status of work in progress and problems to be handled.
- Reviews and monitors budgets and reports to funding agencies. Performs financial and statistical research studies as assigned.
- May prepare requisitions to assist colleges with invoice payments for goods and services.
- Responsible for fiscal data collection, reporting, analysis and repairing Excel spreadsheets using the financial module of the District's ERP system. Interfaces with Information Technology Department for assistance with development and modification of reports.
- Assists the Budget Director in the evaluation of policies, procedures, and practices for accomplishing department objectives and mission. Also assists in the development and recommendation of any modifications to improve program/performance efficiency and effectiveness or to ensure proper internal controls that result from audit findings.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Bachelor's degree from an accredited university or college in Accounting, Business Administration, Public Administration or a related field AND four years of experience in performing professional-level work in the field of activity

***OR***

2. An equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - Program evaluation techniques and methodology.

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- Grant and budget development, analysis, reporting and tracking.
- Laws, regulations, and guidelines with respect for grant/budget regulations.
- Current development, standards, methods, and trends, that will demonstrate professional competency in the field of activity.
- And/or experience of program administration in the California Community College system.
- Ability to:
  - Plan, organize, and direct the work of others.
  - Train, evaluate, and develop staff assigned to the activity.
  - Interpret laws and regulations related to the grant/budget process, and apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.
  - Prepare and maintain accurate records and reports.
  - Communicate effectively in the oral and written form.
  - Demonstrate other professional knowledge that may be required to successfully perform in the field of activity.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting

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- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Computer
- Standard office machines and equipment

Revised: N/A