

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Coordinator of State and Federal Programs

FLSA Status: EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: To identify, research, write, manage, solicit and edit state, federal and private grant proposals and correspondence which are part of grant procurement efforts of the Nye County School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Develop and prepare grant applications.
2. Prepare and manage budgets, approve expenditures and maintain fiscal oversight of assigned projects on an ongoing basis to ensure compliance.
3. Coordinate with schools, finance department, and departments interested in seeking grants.
4. Analyze federal and state regulations, non-regulatory guidance, NDE and NCSD Board of Trustees policies and regulations to ensure compliance.
5. Formulate procedures for the project application process and interface with appropriate personnel.
6. Analyze proposal requirements and participate in planning sessions to explain funding opportunities and identify target populations and approaches.
7. Determine format for data presentation to address funding criteria.
8. Assist in supervising the maintenance of project files.
9. Supervise clerical staff and grant staff as needed.
10. Attend Leadership and Administrator meetings, BOT meetings, and other meetings related to job and assigned by supervisor.
11. Attend all State and Federal meetings required by grant agencies.
12. Manage GEAR UP, Migrant, Title I, Title IIA, PreK, CTE and Parent Involvement activities.
13. Oversee movement of grant items of value and equipment when a grant or position ends.
14. Attend monitoring visits at school sites.
15. District liaison with NDE grant departments and Nye Communities Coalition.
16. Administrator of State and Federal grant databases.
17. Coordinate projects and braid funding to best meet the needs of all students.
18. Attend professional development training.
19. Perform other duties as requested or assigned by supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of basic needs assessment strategies.
2. Effective mathematical, speaking and writing skills.
3. Effective organizational skills.
4. Ability to work well under pressure and meet deadlines.
5. Ability to work cooperatively with colleagues, parents, community organizations, agencies, administrative personnel and other contacted in course or work.
6. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
7. Recognizes and reports hazards, conforms to safety standards as prescribed.
8. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
9. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. College degree or the equivalent in related course work or related job experience

2. Experience in grant writing techniques and procedures for obtaining grant awards
3. Successful performance in the position held at time of application

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

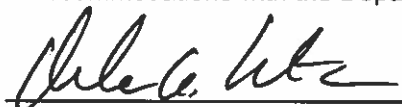
Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
 Superintendent

3-22-17
 Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____