

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST, Resource Development

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma and two years of related experience.
- Ability to word process/type accurately, file, prepare reports accurately, and maintain system of keeping records.
- Demonstrated verbal and written communication skills.
- Knowledge of computer applications and technical equipment as related to specific job functions.

REPORTS TO Coordinator, Resource Development

SUPERVISES No supervisory duties

POSITION GOAL

To provide support to district and school level personnel to monitor, manage, and evaluate grant opportunities.

PERFORMANCE RESPONSIBILITIES

1. * Provide inservice training for all cost centers and departments grant budget administration.
2. * Assist with editing grant proposals.
- ~~3.~~ * Assist with maintaining, monitoring, managing and evaluating grant records and information for audit purposes.
4. * Remain current on the Internet and various publications that identify informational sources of funding pertaining to the awarding of grants.
5. * Facilitate on-going dialogue with grant recipients regarding grant renewals, deadlines, budget closures, compliance issues and evaluation.
6. * Assist with grant newsletter and other communication regarding grants between the district and the schools.
7. * Respond to all requests for information.
8. Perform other duties as assigned by the Coordinator, Resource Development.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position TBA Function 7710	2 TBA	July 17, 2000
C-C \$31,925 - \$56,694	Personnel Category 14 Survey Code 77226	3 TBA	
M-12 D-258 H-1935	EEO-5 Line 44 Job Code 2055	4 TBA	