

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST I, Resource Development

QUALIFICATIONS

- Bachelor's degree or higher from an accredited educational institution.
- Successful experience in the preparation of written material, including federal, state, and private grant writing preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of federal, state, and District accountability goals and measures.
- Knowledge of grant application process and writing of applications.
- Knowledge of computer applications and technological equipment, as related to specific job functions.
- Strong observational skills.
- Skill in problem solving.
- Ability to word process/type accurately, file, prepare reports accurately, and maintain system of keeping records.
- Ability to plan, organize, and prioritize.
- Ability to communicate effectively, both orally and in writing.
- Ability to work under pressure to meet deadlines for grant opportunities.
- Ability to research grant opportunities available.
- Ability to synthesize information, develop project components, and manage federal/state compliance regulations.
- Ability to read, interpret, and apply laws, rules, and regulations.

SUPERVISION

REPORTS TO Director, Federal Projects and Resource Development
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide support to District and school level personnel and to research and develop federal, state, local, and private funding opportunities, as well as to assist in the monitoring, management, and evaluation of grant-funded programs.

PERFORMANCE RESPONSIBILITIES

1. *Research funding opportunities and analyze solicitations to determine capability of the school system to qualify for the assistance.
2. *Prepare and assist with the development of grant proposals.
3. *Assist with maintaining, monitoring, managing, and evaluating grant records and information for audit purposes.
4. *Prepare and assist in the preparation of programmatic and financial reports for District grants.
5. *Assist in the delivery of in-service training for cost centers and departments related to grant budget administration.
6. *Remain current on various publications that identify informational sources of funding pertaining to the awarding of grants.
7. *Facilitate on-going dialogue with grant recipients regarding grant renewals, deadlines, budget closures, compliance issues, and evaluation.
8. *Serve as the contact for department website updates and other communication regarding grants between the District and the schools.
9. *Respond to all requests for information.
10. Perform other duties as assigned by the Director, Federal Projects and Resource Development.

*Denotes essential job function/ADA

SPECIALIST I, Resource Development, Page 2

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

TERMS OF EMPLOYMENT

PAY GRADE

C-D \$45,429 - \$80,675
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 7710
Job Code 2055A
Survey Code 77226

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

December 20, 2016

ADA Information Provided by Anna-Marie Cote
Position Description Prepared by Anna-Marie Cote