

Director II – Grants Development and Administration

Position Details

Job Code: U7101

Reference Code: A745

Division/Unit: Strategy

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the administrator responsible for leading the development, submission, and subsequent administration of the Clark County School District's high-profile grants. This position is also responsible for providing leadership and guidance on all aspects of grants administration with specific expertise in regulatory compliance and analysis of complex budget challenges. This position is directly responsible to the Director III, Grants Development and Administration (GDA) Department.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Strategizes with District leadership to plan and development high-profile grant applications.
2. Administers high-profile grant projects by retaining budget authority, designing expenditure forecasts, approving all grant expenditures and overseeing decisions with fiscal impact to ensure compliance with contract and regulatory guidance.
3. Provides leadership, guidance, and technical support for District and department personnel regarding grant development and administration.

4. Analyses federal regulations, non-regulatory guidelines, Education Department General Administrative Regulations (EDGAR), and Office of Management and Budget (OMB) requirements to ensure compliance and provide guidance to District leadership, project directors, and department personnel relative to interpretation of those and other regulations and statutes related to grants.
5. Serves as the District Authorized Representative and signs all grant applications, amendments, assurances, and documents in the absence of the Director III.
6. Serves as the Authorizing Official on multiple state and federal websites such as ePage, SAM.gov, and JustGrants, in the absence of the Director III.
7. Stays abreast of new developments in grants administration best practices and their applicability to the needs of the department.
8. Collaborates with the Office of the General Counsel and the District's external legal consultants.
9. Collaborates with the Business and Finance Unit to ensure continuity of services with other District divisions, departments, schools, and outside agencies.
10. Provides input to develop, recommend, interpret and evaluate policies, regulations, procedures, and practices.
11. Serves as a contact with funding agency officials and represents the District in contract negotiations for grants and in ongoing communication with funding agency representatives.
12. Provides input on implementation of new practices required by federal or state law.
13. Prepares documents for presentation to the Clark County School Board of School Trustees and outside entities.
14. Attends briefings and meetings and addresses Board of School Trustees on grant-related issues.
15. Coordinates federal audits and monitor all projects, as assigned.
16. Attends necessary technical assistance conferences/meetings at the state and federal levels.
17. Attends national conferences on changing federal regulations and prepare briefings for department staff.
18. Conducts leadership meetings, activities, and events, as assigned.
19. Ensures that department personnel provide excellent customer service to grant project staff as they navigate the grant process.
20. Supervises and evaluates the performance of assigned staff.
21. Reviews department budget purchases and serves as initial approval authority.
22. Authorizes department payroll, as assigned.
23. Oversees office coverage, vacation schedules, and Systems, Applications, and Products (SAP) approvals in coordination with the department director.

24. Settles employee disputes, Employee-Management Relations (EMR) issues, and teaming conflicts in coordination with the department director.
 25. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of grant administration practices, including funding sources, administrative requirements, cost principles and state and federal regulations including EDGAR, OMB guidelines.
2. Knowledge of budget planning and development, proposal development, assembly and submission.
3. Knowledge of principles and practices of fiscal administration.
4. Knowledge of basic needs assessment strategies.
5. Knowledge of the federal education law for Grades K-12, the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA).
6. Knowledge to provide technical assistance and professional development to meet the fiscal and evaluation needs of all District personnel who work with grant programs.
7. Knowledge of Tier I and supplemental curriculum and terminology, intervention strategies, and evidence-based practices to guide District personnel through the project design, evaluation outcomes, and budget narratives of grant programs.
8. Knowledge of the District's strategic plan.
9. Knowledge and understanding of District policies, regulations, procedures, and standards.
10. Knowledge of principles and practices of personnel supervision, training, and performance evaluation.
11. Ability to communicate effectively both orally and in writing.
12. Ability to utilize multiple technology platforms.
13. Ability to research funding sources, evidence-based models, and demographic database information from District, city, county, state, and nationwide sources.
14. Ability to work with and gain cooperation of diverse groups.
15. Ability to demonstrate a high-level of self-confidence, initiative, self-direction, and problem-solving skills.
16. Ability to oversee, direct, and coordinate the work of lower level staff.
17. Ability to lead, direct, and supervise assigned staff in a professional sensitive manner.
18. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

19. Ability to work under daily pressure and meet extremely tight deadline.
 20. Ability to work cooperatively with colleagues, parents/guardians, school and administrative personnel, and representatives of community organizations agencies.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. A minimum of five (5) years professional experience in grants development and administration, budgeting, fiscal accountability, public administration, or a related field.
2. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
3. Minimum of three (3) years of experience as a grant writer to include various state, federal, and/or non-profit application formats.
4. Fiscal management experience involving budget creation, audit responses, and payment approvals.

Preferred Qualifications

1. A minimum of five (5) years professional experience administering federal grants.
2. Satisfactory service in a professional position requiring the knowledge of general accounting practices, staff development practice, and/or educational administration.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees

equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/26/23
- Created: 10/21/08