

Coordinator III, Grant Writer

Position Details

Job Code: U7402

Reference Code: A185

Division/Unit: College, Career, Equity, and School Choice

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to develop grant applications with special responsibility for compliance, budgeting, and researching; will provide fiscal management and oversight of approved programs; and will formulate program reports. The person selected for this position is directly responsible to the Director II, Grants Development and Administration (GDA) Department, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Maintains oversight of assigned grant applications on an ongoing basis to ensure compliance with funding agencies and regulatory guidelines.
2. Manages program budgets, approves expenditures, and maintains fiscal oversight of assigned projects on an ongoing basis to ensure compliance with contract and regulatory guidelines.
3. Develops and prepares grant applications and reports.
4. Provides technical assistance to project directors and other grant recipients.
5. Formulates procedures for the project application process and interface with appropriate personnel.
6. Analyzes project assurance statements and review implications with staff.

7. Develops expenditure forecasts and prepare and code budgets.
 8. Oversees assigned grant Time and Effort Certifications for monthly/semi-annual Federal Time Log verifications.
 9. Analyzes federal regulations, non-regulatory guidelines, Education Department General Administrative Regulations (EDGAR), and Office of Management and Budget (OMB) requirements to ensure compliance.
 10. Attends necessary technical assistance conferences/meetings at the state and federal levels.
 11. Assists in supervising the maintenance of auditable project files.
 12. Prepares documents for presentation to the Clark County School District Board of Trustees and outside entities.
 13. Researches foundation databases and grant application publications and websites for appropriate grant application and funding opportunities.
 14. Determines format for data presentation to address funding criteria.
 15. Supervises support staff personnel, as assigned.
 16. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of basic needs assessment strategies.
 2. Possess grant and fiscal organizational skills.
 3. Ability to work under pressure and meet deadlines.
 4. Ability to work cooperatively with colleagues, parents/guardians, school, and administrative personnel, and representatives of community organizations or agencies.
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Position Requirements

Education and Training

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

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in a corresponding or related position or have five (5) years of successful supervisory experience related to the administrative position.
2. Experience in technical writing to include various state, federal, and/or non-profit grant application formats.
3. Fiscal management experience involving budget creation, audit responses, and payment approvals.

Preferred Qualifications

Master's degree in business management, business administration, technical writing, accounting, or other related field.

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

AA/EOE Statement

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: 04/28/22
- Created: 11/06/08