

Coordinator IV, Grant Administrator

Position Details

Job Code: U7403

Reference Code: A185

Division: Strategy Unit

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the administrator responsible for procuring supplemental funding from a variety of external sources and managing a diverse portfolio of grants with special responsibility for research, budget, and compliance. This position serves as a crucial liaison between the Clark County School District and the funding agencies, carefully providing oversight for grant-funded programs from conception to completion. This position is responsible for ensuring legal, fiscal, and procedural compliance to mitigate risk to the District. The person selected for this position is directly responsible to the Director II, Grants Development and Administration (GDA) Department, Strategy Unit.

Essential Duties and Responsibilities

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

1. Administers assigned grant applications and awards on an ongoing basis to ensure compliance with requirements of funding agencies as well as applicable laws, regulatory guidelines, and District policy.
2. Analyzes federal regulations, non-regulatory guidelines, Education Department General Administrative Regulations (EDGAR), and Office of Management and Budget (OMB) requirements to ensure compliance.

3. Researches foundation databases and grant application publications and websites for appropriate grant application and funding opportunities.
4. Collaborates with multiple internal and external entities with the goal of developing grant-funded program proposals that meet the District's needs as well as the funder's priorities.
5. Drafts and provides guidance to project directors in developing board items related to grants.
6. Provides technical assistance to project directors and other grant recipients, responding to inquiries and initiating contact as necessary.
7. Analyzes project assurance statements and review implications with program staff.
8. Maintains fiscal oversight of assigned projects by managing program budgets, approving expenditures, developing forecasts, and applying appropriate coding aligned to the District and State of Nevada chart of accounts.
9. Supervises the use of purchasing cards including administering payment, enforcing District regulations on purchases, and reconciliation with Systems, Applications, and Products (SAP), PaymentNet, and department budgets.
10. Monitors and documents in-kind and cash matches as required by specific grant applications.
11. Manages and oversees provision of equitable services for non-public school students.
12. Attends external/funder-required meetings for specific grant assignments.
13. Leads and participates in ongoing private school and tribal consultations.
14. Oversees assigned grant Time and Effort Certifications for monthly/semi-annual Federal Time Log verifications.
15. Develops, implements, and maintains internal control documents which satisfy compliance requirements.
16. Consults with the Office of the General Counsel and the District's external legal consultants.
17. Advises program directors on the creation and implementation of corrective action plans, as needed.
18. Submits requests for grant amendments and extensions, as needed.
19. Ensures the maintenance of auditable project files.
20. Participates in state and federal audits.
21. Participates in ongoing professional learning and training, including local and out of state conferences relevant to specific job functions and assignments.
22. Prepares documents for presentation to the Clark County School District Board of School Trustees and outside entities to include MOA's and MOU's or other legal agreements.

23. Supervises and evaluates support professionals, as assigned.
 24. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of basic needs assessment strategies.
2. Knowledge of budget preparation and control.
3. Knowledge of education and policy terminology.
4. Knowledge of federal laws and regulations.
5. Knowledge of non-regulatory guidance.
6. Knowledge of EDGAR.
7. Knowledge of General Education Provisions Act (GEPA) statutory provisions for federal education programs.
8. Knowledge of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, US Code of Federal Regulations (2 CFR § 200).
9. Knowledge of OMB guidelines.
10. Knowledge of Federal Time and Effort Reporting regulations.
11. Knowledge of Nevada Revised Statutes (NRS).
12. Knowledge of Legislation authorized during Nevada legislative sessions.
13. Knowledge of Nevada Chart of Accounts & federal budget coding policy.
14. Knowledge of Nevada procurement regulations.
15. Knowledge of funding agency guidance pertinent to specific grant awards.
16. Knowledge of District regulations for procuring and managing grant funds (CCSD Reg. 3221).
17. Knowledge of District policy and procedures, including the following: Grants Fiscal Services, Resource Management, Business and Finance, SAP, Purchasing, Human Capital Management (HCM), and payroll policies.
18. Knowledge of Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), and basic contracting.
19. Knowledge of Nevada Department of Education (NDE), ePAGE, Nevada eGrants, JustGrants, grants.gov, and other grant management systems.
20. Ability to coordinate multiple projects, balance budgets, and manage projects through their full cycle (conception to completion).
21. Ability to prioritize, work under pressure, and meet deadlines.
22. Ability to work cooperatively with colleagues, administrative leaders, schools, support professionals, and representatives of community organizations or external agencies.

23. Ability to effectively communicate with funding agencies and district personnel to convey compliance expectations and grant requirements.
 24. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, technical copy, and other written materials.
 25. Ability to demonstrate a high-level of self-confidence, initiative, self-direction, and problem-solving skills.
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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

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

Experience

1. A minimum of three (3) years of 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 three (3) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

1. An earned master's degree from an accredited college or university.
2. A minimum of five (5) years of professional experience in grants development and administration, public administration, or a related field.
3. A minimum of five (5) years of fiscal management experience involving budget creation, audit responses, and payment approvals.

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, 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: 11/06/08