

GRANTS ASSISTANT

CLASS SUMMARY

Under general supervision – assists Grants Coordinator in the research, development, and implementation of specially funded projects; performs related duties as required.

REPRESENTATIVE DUTIES

Prepares budgets for specially funded projects, gathering necessary data from appropriate offices and staff; assists Project Directors with the development and administration of project budgets; estimates and projects personnel costs for project budgets; develops District operating budgets for funded projects, including setup of accounts; combines multi-funded and multi-year project budgets into comprehensive budgets; assists Project Directors with the preparation of project funding proposals and project reports; monitors special project budgets; researches appropriate literature to keep abreast of current events in the field of specially funded projects; advises District staff of special funding opportunities; advises District staff on proposal preparation.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Grants Coordinator.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to the completion of college-level coursework in accounting and/or budgeting and one year of experience in program, proposal or contract development and reporting.

Knowledge and Abilities

Knowledge of: funding resources; various governmental rules, regulations, guidelines and legislation concerning specially funded projects; principles and techniques of budgeting; statistical research; accounting principles and methods; English grammar and report writing; modern office methods, practices and procedures.

Ability to: write clear, concise, logical narratives; read and comprehend governmental rules, regulations, guidelines and legislation; effectively interact with District administration.

