

GRANTS TECHNICIAN
(Categorical Program Funded)

DEFINITION:

Under the direction of the Executive Director of Educational Services, performs a variety of general administrative and technical support and liaison functions in support of the Educational Services Department, to enhance student achievement and program effectiveness. The Grants Technician works collaboratively with ROP administrators, partner districts' administration, SGVROP staff and instructors to effectively communicate, deliver and maintain effective relationships to develop services for students participating in Career Technical Education programs. Performs other related duties as assigned.

EXAMPLES OF DUTIES:

1. Commits to honoring the Mission, Vision, and Values of the San Gabriel Valley ROP.
2. Keeps the Executive Director of Educational Services, and other related supervisors, informed of all ongoing instructional projects and materials related to SGVROP.
3. Provides responsible administrative and technical duties, support, and task completion on all assigned projects; and in coordination of departmental activities to include coordinating, planning, researching, and documenting offerings related to CTE Articulation, CTSOs, grant related projects; and other projects as assigned.
4. Facilitates special and grant-funded projects between CTE Instructors, district partners, administration, and business services; ensures program and funding allocations comply with local, state and federal laws, rules, and regulations; provides professional facilitation in the development and implementation of policies and procedures to meet grant program goals and objectives.
5. Work with CTE Instructors to identify and maintains tools and techniques to expand student access to a variety of CTE programs, pathways, and courses.
6. Works collaboratively with administrators, staff, and instructors to effectively communicate, deliver, and maintain effective relationships with District JPA partners, colleges, and other business contacts.
7. Collaborates and prepares grant activities, and to monitors the budget operations of grant funds.
8. Coordinates annual CTSO Stipend Agreements with Human Resources for all CTSO Advisor participants.
9. Attend grant related meetings and trainings as needed (travel may be required).
10. Review and process CTSO Advisor requests, requisitions, purchase orders, contracts, and other related purchasing documentation and/or travel requests; validates appropriate account strings with the Business Services Department.
11. Performs other related duties as assigned.

QUALIFICATIONS:

Any Combination of education, training and/or experience demonstrating ability to perform the required duties. A typical qualifying background would include 2- years prior work experience in an educational setting; prior work as an administrative assistant; AA/AS degree. Must be proficient in utilizing various computer software, including but not limited to word, excel, google docs, google drive, and other software programs. Candidates with experience in an educational setting, in a Los Angeles County school district preferred. Must have a valid California driver's license and proof of automobile insurance. Excellent human relations, communication, and customer service skills. Exceptional organizational and social interaction skills. Display the highest level of integrity. Possess strong oral and written communication proficiency. Correct usage of English, grammar, spelling, punctuation, and vocabulary.

Pre-employment TB Risk Assessment, Livescan fingerprint, and reference check, required.

KNOWLEDGE OF:

Modern Office practices, procedures, and equipment, including computer terminal and related software, including but not limited to Excel, Word, Google Docs, Google Drive. Modern research methodologies; comparison analysis. Analytical techniques and planning methods. Effective office principles, procedures, and practices including filing systems and maintenance File and record keeping techniques. Interpersonal skills using tact, patience, and courtesy. Customer service techniques and etiquette. Effective Oral and written communication techniques. Correct English usage, grammar, spelling, punctuation, and vocabulary. Telephone etiquette, and report writing. Record-keeping and report preparation techniques. Methods of collecting and organizing data and information. Basic mathematics. District rules, regulations, procedures, and policies.

ABILITY TO:

Multi-task under pressure while maintaining excellent customer service. Understand and carry out verbal and written directions with minimal supervision. Interpret and apply State and Federal laws, rules, regulations, and ROP policies and procedures. Use discretion in organizing activities and setting priorities to meet established deadlines, in coordination with the Executive Director of Educational Services, and/or Educational Supervisors/Manager. Establish and maintain a variety of filing systems related to Educational Services programs. Establish, verify, adjust, and maintain accurate records regarding various Educational Services programs, related records, and reports. Analyze data and information; formulate conclusions. Utilize various software programs proficiently and accurately, including, but not limited to: PeopleSoft, MS Excel, Word, and Google Docs, Google Drive. Operate a variety of office equipment to accurately and efficiently complete tasks, including (but not limited to) personal computer, copy machine, printer, fax machine, calculator, postage meter, and other peripheral equipment. Communicate effectively with students, instructors, District staff, parents, and public in general. Prioritize, organize, and complete tasks in accordance with established policies and procedures. Complete arithmetic calculations. Use independent judgment in performing difficult and responsible work with accuracy. Prepare clear and comprehensive reports. Pay attention to detail and make accurate assessments when analyzing and completing reports. Organize, plan, and implement a variety of tasks simultaneously, with multiple interruptions and distractions. Maintain effective and

cooperative working relationships with staff, students, outside agencies, and the public. Collaborate with other departments. Prioritize, multi-task, perform well under pressure, meet deadlines, and work a flexible schedule. Understand and carry out oral and written directions. Maintain confidential records, files, and other sensitive materials. Function in situations requiring tact and discretion. Maintain confidentiality.

PHYSICAL ABILITY:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit; and frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly and/or daily lift, push, pull, carry, or move up to 25 pounds. The employee may be required to lift, push, pull, carry, or move up to 25 pounds, depending on whether it is a straight lift with no turning movement. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT:

Employees in this classification must be able to work both indoors and outdoors, while performing the essential functions of this job. While indoors, employees are exposed to computers and other electronic equipment with potential exposure to electric shock. Employees in this classification must be able to operate a vehicle.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT:

Schedule M / Range 24, Classified Salary Resolution
Position: Classified
FLSA: non-exempt
Work Calendar: 12-month work schedule
Benefits Eligible: Per the Classified Salary Resolution

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.