

GRANTS WRITER

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving responsibility for researching, identifying and developing grant applications and coordinating applications for grants and contracts. An employee in this class will be required to write grants and contracts and assist others in preparing grant proposals. Work is performed under the supervision of a higher-level administrative employee, with leeway allowed for the exercise of independent judgment and initiative.

TYPICAL WORK ACTIVITIES:

1. Researches, identifies and develops potential grant opportunities by searching for program ideas using on-line information retrieval systems;
2. Assists administrators in planning and developing grant applications and reviewing and processing grant documents;
3. Maintains information file on grants, including what programs are available, where to apply for which programs, and trends in federal, state and private programs;
4. Under the supervision of a higher level administrator, prepares other reports necessary to maximize state and federal revenue sources; collects and organizes information supporting such reports;
5. Investigates and identifies new funding possibilities;
6. Operates on-line information retrieval systems for grant and funding information;
7. Assists higher level administrator in grant and contract management activities;
8. Monitors federal, state and other regulations concerning grants and contracts and ensures compliance;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern research practices and techniques; good knowledge of federal, state and private grant programs and grant sources; working knowledge of software packages for database management; ability to write and develop grant applications; ability to research grant opportunities; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships with a wide variety of people; ability to understand and interpret complex oral and written information; resourcefulness; initiative; physical condition commensurate with the demands of the position.

GRANTS WRITER (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree;
- OR: (B) Associate's degree and two (2) years of paid work experience with involved communications, grant writing, or a closely related field;
- OR: (C) An equivalent combination of the training and experience in (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

PL0213

ADOPTED: 11/20/80

REVISED: 10/27/80 02/13/96 12/05/96 12/02/02 05/16/14 5/30/19