

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED JUNE 2019  
SALARY SCHEDULE # 94  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 1, 6, 8**

**COORDINATOR I – CIA / GRANTS**

**DEFINITION**

Under the direction of the designated Director or Administrator, the Coordinator I – Curriculum, Instruction, and Accountability (CIA)/Grants will assist in the administration of grants awarded to various divisions and programs for the County Office and coordinate communications, support services and information related to Williams Settlement compliance activities.

**EXAMPLES OF DUTIES**

Provide post-award administrative support such as: monitoring outcomes, expenditure reviews, and assistance with submission of grant reports.

Implement and oversee the start-up process for grant-funded projects.

Develop and deliver training in grant management.

Work with Internal Business Services staff to facilitate grant management, compliance with funder's regulations, and timely submission of performance reports.

Assist grant coordinators with internal project management.

Support grant coordinators to develop subcontracts and independent consulting agreements.

Provide research and grant writing support to the Grant Development Director.

Attend technical assistance workshops, webinars, and bidders conferences for prospective grant projects.

Develop a system to track all grant awards.

Develop quarterly grant reports that present financial information through data analysis and highlight grant progress and outcomes.

Assist with maintaining the KCSOS grant website.

Oversee the Williams Settlement Act activities and ensure compliance with inspections and reporting requirements.

Develop and implement a variety of staff development trainings and activities to enhance employees understanding of programs, such as Williams school site inspections, services and related standards, guidelines, requirements, practices, procedures and techniques.

Supervise and evaluate assigned staff.

Coordinate office events and functions as assigned.

Coordinate, develop and implement a variety of special projects and monitor for quality control.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle for business related travel.

Attend and conduct a variety of meetings as assigned; provide technical input concerning related administrative responsibilities.

## **QUALIFICATIONS**

### Knowledge of:

Budgeting and administrative principles;

personnel management policies and procedures, including legal guidelines and restrictions;

required knowledge of curriculum and instructional design;

possession of a broad range of professional skills, including public speaking.

### Ability to:

Plan, organize, administer, review, and evaluate grant related activities;

exercise sound independent judgment and initiative within established guidelines;

establish an appropriate working relationship with all divisions and departments of the Office, and districts;

work and communicate with people effectively and cooperatively;

provide leadership and represent the office effectively in committees, workshops, and various types of group meetings internally, in the county, or at the state level;

provide effective leadership, supervision, and evaluation of staff.

### Experience:

A minimum of five (5) years of increasingly responsible management level experience.

Experience in Grant Development is preferred.

### Education:

Graduation from a four-year college or university required.

### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

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6/3/19

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