

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MAY 2025
SALARY SCHEDULE #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 6, 8**

CONTENT COORDINATOR – GRANT DEVELOPMENT

DEFINITION

Under general direction, the Content Coordinator – Grant Development, 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 grant 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;

research and identify funding opportunities from federal, state, and private sources;

maintain a clearinghouse of funding information, resources, and grant applications;

collaborate with KCSOS staff to develop grant applications and evaluation frameworks;

write high quality, compelling grant proposals under tight deadlines;

cultivate partnerships with community partners, school districts, and community organizations to support grant objectives;

develop and manage Memoranda of Understanding (MOUs) and Letters of Agreements (LOAs) for grant partnership;

attend technical assistance workshops, webinars, and bidders conferences for prospective grant projects;

develop a system to track all grant awards;

develop and maintain monthly grant report updates that present financial information through data analysis and highlight grant progress and outcomes;

assist with maintaining the KCSOS grant website;

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

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Grant writing resources and information sources;

budgeting and administrative principles;
evaluation and program design principles;
grant monitoring and compliance procedures;
federal, State, and Local funding sources;
personnel management policies and procedures;
possession of a broad range of professional skills, including public speaking.

Ability to:

Write effectively, rapidly, and under pressure;
manage multiple major projects simultaneously and adhere to deadlines;
work collaboratively and build relationships with diverse stakeholders;
conduct research and analyze data;
build trust and foster a positive, collaborative team culture.

Experience:

A minimum of three (3) years of experience in grant development with a successful track record in securing federal, state, and local funding.

Education:

Bachelor's degree in English, Communications, Business Administration, non-profit Management or related field or equivalent.

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.

CP:rn

5/9/2025

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