

SPECIAL PROJECTS AND GRANTS TECHNICIAN

DESCRIPTION

Under general supervision, performs a variety of complex and specialized duties and other support functions involved in the coordination, maintenance, or administration of special projects and grants. Temporary assignments may be placed to this classification depending upon the special project or grant to be coordinated or administered. Such assignments shall be temporary for the life of the project or grant only. Bilingual ability and college education may be required for some positions in this class, depending upon the project or grant to be administered.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Compiles information and prepares data for county, state, and federal reports.
2. Monitors, tracks, and maintains database to assist in documenting program compliance and preparing the data for reports and grants.
3. Collaborate with appropriate parties to develop plans regarding the management, evaluation, and budget for specific grants or projects.
4. May provide day-to-day leadership, including fiscal and administrative responsibilities relative to a specific project or grant.
5. Act as liaison between the District and other agencies regarding special grants and projects.
6. Perform clerical duties as required, utilizing appropriate technology.
7. May coordinate program with parents and students, depending upon the grant responsibilities.

QUALIFICATIONS

Knowledge of:

Organization, collection, and storage of data; methods of maintaining records; current office procedures; equipment and computerized systems; effective written and oral communication skills; and budget development.

Ability to:

Work effectively with and provide leadership to others; maintain a positive atmosphere for problem solving; interpret and apply policies, procedures, and regulations appropriately; coordinate and prioritize tasks to successfully meet established timelines; compose correspondence; work independently; perform complex and difficult clerical duties, including the operation of computers and word processing equipment. Comply with the District's customer service standards, as outlined in Board Policy.

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Experience and Education:

Four years of increasingly responsible clerical or record-keeping experience, preferably working with grant development or implementation. Documented paraprofessional experience may be substituted. Education equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.