

Director II, Grants Development and Administration

Position Details

Job Code: U7101

Reference Code: A745

Division/Unit: Strategy

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership and guidance on all aspects of grants administration and evaluation with specific expertise in regulatory compliance and analysis of complex budget challenges and accountability measures. This position is directly responsible to the Director III, Grants Development and Administration (GDA) Department.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Strategizes with CCSD leadership to plan and develop high-profile grant applications.
2. Provides leadership, guidance, and technical support for CCSD personnel regarding grant development, administration and evaluation.
3. Analyzes federal regulations, non-regulatory guidelines, Education Department General Administrative Regulations (EDGAR), and Office of Management and Budget (OMB) requirements to ensure compliance and provides guidance to

- CCSD leadership, project directors, and department personnel relative to interpretation of those and other regulations and statutes related to grants.
4. Serves as the CCSD Authorized Representative and signs all grant applications, amendments, assurances, and documents in the absence of the Director III.
 5. Serves as the Authorizing Official on multiple state and federal websites such as ePage, SAM.gov, and JustGrants, in the absence of the Director III.
 6. Stays abreast of new developments in grants administration and program evaluation best practices and their applicability to the needs of the department.
 7. Collaborates with the Office of the General Counsel and the CCSD's external legal consultants.
 8. Collaborates with the Business and Finance Unit to ensure continuity of services with other CCSD divisions, departments, schools, and outside agencies.
 9. Provides input to develop, recommend, interpret and evaluate policies, regulations, procedures, and practices.
 10. Serves as a contact with funding agency officials and represents the CCSD in contract negotiations for grants and ongoing communication with funding agency representatives.
 11. Provides input on implementation of new practices required by federal or state law.
 12. Prepares documents for presentation to the Clark County School District Board of School Trustees and outside entities.
 13. Attends briefings and meetings and addresses Board of School Trustees on grant-related issues.
 14. Coordinates state and federal audits and monitoring.
 15. Attends necessary technical assistance conferences/meetings at the state and federal levels.
 16. Attends national conferences on changing federal regulations and prepares briefings for department staff.
 17. Conducts leadership meetings, activities, and events, as assigned.
 18. Ensures that department personnel provide excellent customer service to grant project staff as they navigate the grant process.
 19. Supervises and evaluates the performance of assigned staff.
 20. Reviews department budget purchases and serves as initial approval authority.
 21. Authorizes department payroll, as assigned.
 22. Oversees office coverage, vacation schedules, and *Systems, Applications, and Products* (SAP) approvals in coordination with the department director.
 23. Settles employee disputes, Employee-Management Relations (EMR) issues, and teaming conflicts in coordination with the department director.
 24. Performs other duties related to the position, as assigned.

Position Expectations

1. Knowledge of grant administration practices, including funding sources, administrative requirements, cost principles and state and federal regulations including EDGAR, OMB guidelines.
2. Knowledge of budget planning and development, proposal development, assembly and submission.
3. Knowledge of principles and practices of fiscal administration.
4. Knowledge of basic needs assessment strategies.
5. Knowledge of the federal education law for Grades K-12, the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA).
6. Knowledge to provide technical assistance and professional development to meet the fiscal and evaluation needs of all CCSD personnel who work with grant programs.
7. Knowledge of Tier I and supplemental curriculum and terminology, intervention strategies, and evidence-based practices to guide CCSD personnel through the project design, evaluation outcomes, and budget narratives of grant programs.
8. Knowledge of the CCSD's strategic plan.
9. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
10. Knowledge of principles and practices of personnel supervision, training, and performance evaluation.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to utilize multiple technology platforms.
13. Ability to research funding sources, evidence-based models, and demographic database information from CCSD, city, county, state, and nationwide sources.
14. Ability to work with and gain cooperation of diverse groups.
15. Ability to demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
16. Ability to oversee, direct, and coordinate the work of lower-level staff.
17. Ability to lead, direct, and supervise assigned staff in a professionally sensitive manner.
18. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
19. Ability to work under daily pressure and meet extremely tight deadlines.

20. Ability to work cooperatively with colleagues, parents/guardians, school and administrative personnel, and representatives of community organizations and agencies.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. A minimum of five (5) years professional experience in grants development and administration, budgeting, fiscal accountability, program evaluation, public administration, or a related field.
2. Satisfactory service in corresponding or related positions; or,
Five (5) years of successful supervisory experience related to the administrative position.
3. Minimum of three (3) years of experience as a grant administrator or program evaluator to include various state, federal, and/or non-profit grant formats.
4. Fiscal management and/or program evaluation experience involving budget creation, audit responses, needs assessments, and accountability measures.
5. Successful performance in the position held at time of application.

Preferred Qualifications

1. A minimum of five (5) years professional experience administering federal grants.
2. Satisfactory service in a professional position requiring the knowledge of general accounting practices, staff development practice, and/or educational administration.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/14/25
- Created: 10/21/08