

Coordinator III, Grant Writer, Vegas PBS

Position Details

Job Code: U7402

Reference Code: A608

Division/Unit: Vegas PBS

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to develop grant applications with special responsibility for researching and recommending available funding opportunities, provide management and oversight of generating proposals and supporting documents in response to funding applications, and formulate program reports, as needed, by the funding agency. This position is directly responsible to the Director II, Fiscal Management, Vegas PBS.

Essential Duties and Responsibilities

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

1. Develop and prepare grant applications and reports.
2. Develop and prepare grant application budgets and supporting documentation.
3. Research foundation databases and grant application publications and websites for appropriate grant application and funding opportunities.
4. Maintain oversight of assigned grant applications on an ongoing basis to ensure compliance with funding agencies and regulatory guidelines.
5. Develop cost analysis forecasts and prepare and submit grant application budgets.

6. Analyze federal regulations, non-regulatory guidelines, education department general administrative regulations, office of management and budget requirements, and foundation giving guidelines to ensure compliance.
 7. Provide technical assistance training to project directors and other grant recipients.
 8. Analyze project assurance statements and review implications with staff.
 9. Formulate procedures for the project application process and interface with appropriate personnel.
 10. Determine format for data presentation to address funding criteria.
 11. Prepare documents for presentation to the Clark County School District Board of ~~School~~-Trustees and outside entities.
 12. Assist in supervising the maintenance of auditable project files.
 13. Maintain and implement a funding calendar.
 14. Supervise and evaluate the performance of assigned staff.
 15. Perform other duties related to the position, as assigned.
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Position Expectations

1. Must embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
 2. Ability to work under pressure and meet deadlines.
 3. Ability to work cooperatively with colleagues, viewers, school and administrative personnel, and representatives of community organizations or agencies.
 4. Possess grant and fiscal organizational skills.
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Position Requirements

Education and Training

An earned bachelor'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

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Experience in technical writing.

3. Experience with fiscal management.
4. Knowledge of basic needs assessment strategies.

Preferred Qualifications

None specified.

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, or 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: 04/28/22
- Created: 12/19/08