

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Campus Grants Officer		<i>BOT Date:</i> May 15, 2002	
<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0561	<i>Adm. Rev:</i> October 4, 2007

GENERAL DESCRIPTION

Responsible for an administrative structure to carry out a complex institutional program or grant project.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Implements the administrative structure to maximize grant objectives.	20%
2.*	Manages budget and expenditures related to grant project.	10%
3.*	Maintains integrity of the award and program, and monitors the effectiveness of training.	15%
4.*	Promotes and markets grant program to potential users, and establishes and maintains partnerships with outside agencies.	20%
5.	Serves as liaison with state and local government agencies, professional organizations, and other relevant groups.	5%
6.	Resolves issues of concern related to the grant project.	5%
7.*	Ensures program compliance with state, federal and other applicable standards and procedures.	5%
8.*	Reviews College administrative policy and procedures related to program delivery.	5%
9.*	Conducts meetings with interested parties and ensures appropriate parties within the college are current on matters of importance related to the award.	10%
10.	Provides administrative supervision to assigned staff.	5%
11.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	Five to seven years of prior work related experience.	
<i>Planning:</i>	Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures and/or revenues. The scope of planning affects the campus.	
<i>Budget:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions that typically affect the department, but may at times affect operations, services, individuals or activities of a campus.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communications with Others:</i>	Requires both internal and external contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels, or the public, on matters requiring cooperation, explanation, and persuasion.	
<i>Supervision of Others:</i>	Responsible for making recommendations within a department. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. Work supervised requires training and experience, and a thorough knowledge of departmental activities.	
<i>Job-Related Knowledge:</i>	Requires professional theory and practice applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields.	
<i>Innovation/Creativity:</i>	Requires developing imaginative and complex methods, procedures, products, or systems. This is an important part of the job and results generally affect a campus.	
<i>Working Conditions/Physical Effort:</i>	Work is typically performed in an office, library, or computer room. Physical effort typically involves sitting at a desk, with intermittent sitting, standing, or stooping.	