

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

| | | | |
|--------------------------------------|----------------------------|--------------------------|----------------------------|
| <i>Class Title:</i> Grant Specialist | | | <i>Adm. Rev. Approved:</i> |
| <i>Level:</i> H | <i>FLSA Status:</i> Exempt | <i>Class Code:</i> E0828 | December 12, 2005 |

GENERAL DESCRIPTION

Responsible for paraprofessional duties associated with a grant program administered by the College.

| | KEY RESPONSIBILITIES | % OF TIME |
|-----|---|-----------|
| 1.* | Collects and reviews documents and related materials to ensure that appropriate administrative and budgetary requirements of the grant are met. | 20% |
| 2.* | Assists in the review of contracts for completeness and compliance with federal, state, and agency policies. | 10% |
| 3.* | Assists the project manager in budget preparation and development of goals for grant implementation. | 10% |
| 4. | Serves as liaison to interpret policies, procedures, and to clarify stipulations of grant. | 20% |
| 5.* | Monitors daily grant project activities and provides a wide variety of paraprofessional and technical assistance to facilitate reaching the goals of the program. | 20% |
| 6. | Researches, analyzes, and compiles data for reporting purposes. | 15% |
| 7. | May provide orientation, training, and supervision of clerical assistants as required. | 5% |
| 8. | Performs other similar and related duties as required. | |

* Indicates an "essential" job function.

| | | |
|--|---|-----------------|
| <i>Class Title:</i> Grant Specialist | <i>Class Code:</i> E0828 | <i>Level:</i> H |
| KEY JOB REQUIREMENTS | | |
| <i>Education:</i> | Associate's Degree or Two-year College equivalent required. | |
| <i>Experience:</i> | Three to five years of prior work related experience required. | |
| <i>Planning:</i> | Plans events that are expected to occur from one to four weeks in the future or on a monthly basis. Scope of planning is unit or small group. | |
| <i>Impact of Budget:</i> | Provides incidental services indirectly related to the use or misuse of expense or revenues (i.e., data entry, record keeping, and minor equipment maintenance). | |
| <i>Impact of Decisions:</i> | Decisions and impact are limited to short-range decisions and planning within a small group or activity and normally affect only the department. | |
| <i>Complexity:</i> | Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data. Solutions can often be found by using methods chosen before in other situations. | |
| <i>Decision Making:</i> | Supervision is present to establish and review broad objectives relative to position duties or departmental responsibilities. Independent judgment is required to identify, select, and apply appropriate 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 regular contacts to carry out programs and to explain non-specialized matter or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular external contacts to carry out programs and to explain non-specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies, and procedures. | |
| <i>Supervision of Others:</i> | Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties. May perform staff evaluations and make recommendations regarding pay and/or performance. Nature of work supervised is primarily technically oriented or complex. | |
| <i>Job-Related Knowledge:</i> | Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data. | |
| <i>Innovation/Creativity:</i> | Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects. | |
| <i>Working Conditions/Physical Effort:</i> | Work is typically performed in an office, library, or computer room and requires sitting at a desk or table; intermittently sitting, standing, stooping, walking, bending, crouching, running, climbing; and occasional lifting 25 lbs. or less. | |
| | | |