

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Grants Coordinator			<i>Approval Date:</i> October 13, 2009
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0753	<i>Approved by:</i> College President

GENERAL DESCRIPTION

Responsible for working with grant writing, grant coordination, and providing expertise and consultation to principal investigators.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Write and edit documents and components of grant applications to ensure that objectives are clearly articulated and have a coherent flow.	40%
2.*	Coordinate multi-disciplinary grant teams. Guide administrators, faculty and staff in developing cohesive teams.	15%
3.*	Review project proposals received from faculty and staff members to assure compliance with regulations, HCC guidelines, and generally accepted principles of reasonableness and appropriateness. Participates in evaluation component.	5%
4.*	Obtain necessary authorizations from supervisors and administrators to prepare proposals for submission to the Grants Department.	10%
5.*	Provide training, guidance, and orientation to new faculty/staff.	5%
6.	Provide general support for grants and grant-related projects initiated by faculty/staff including grant process improvement. Ensures that work in progress meets established deadlines.	5%
7.*	Collaborates with Grants Manager and with grants personnel from other campuses in completing multi-campus grant applications and activities. Participates in grants activities involving other partners to include universities, schools, non-profit community organizations.	5%
8.	Research and share new grant opportunities.	10%
9.	Attends meetings, seminars and workshops related to grants.	5%
10.	Perform other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	3 to 5 of prior related experience required.	
<i>Planning:</i>	Plans events that will occur during the year and have some effect on the department's annual expenditures and/or revenues. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Provides support advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of 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>	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. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communications with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. External contacts may be required to carry out programs and to explain non-specialized matters with the public.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the college.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	