

GRANT MANAGER (LA's BEST)

DEFINITION

Creates and monitors budgets for LA's BEST after-school enrichment program, prepares and analyzes State grant contracts, and prepares State reports regarding funding terms and conditions of grants.

TYPICAL DUTIES

Creates, budgets, and monitors program site expenditures for overspending or underspending.
Monitors the implementation of the terms and conditions of grants including ensuring that required attendance records are complete and accurate, persons have signed their full names on sign in and sign out sheets, and reviews time sheets to verify that employees are working their prescribed hours.
Prepares, analyzes, and modifies State grant contracts delineating the funding terms and conditions of grants.
Develops forms for the collection of data regarding the funding terms and conditions of grants, supervises and conducts in-service training and makes presentations to staff regarding completion of forms and terms and conditions of grants, coordinates the collection and compilation of data, and prepares reports to the State on the funding terms and conditions of grants.
Attends meetings, workshops, and retreats; serves as liaison between grant providers and LA's BEST; and processes invoices for payment.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Grant Manager (LA's BEST) creates and monitors budgets, monitors the implementation of the terms and conditions of grants, prepares State grant contracts, and prepares reports to the State on the funding terms and conditions of grants.

The Operations Compliance Manager (LA's BEST) ensures that LA's BEST is in compliance with standards and terms and conditions of grants, delineates and codifies duties and responsibilities of staff and operational systems and requirements, and supervises the monitoring of site budgets.

SUPERVISION

General supervision is received from the Operations Compliance Manager (LA's BEST). Functional supervision is exercised over the implementation of and the collection of data and the preparation of State reports on the terms and conditions of grants.

CLASS QUALIFICATIONS

Knowledge of:

- Grant terms and conditions
- Records and file management
- Correct punctuation, spelling, and grammar
- Budget preparation and control procedures
- Spreadsheet, database, word processing, and graphics computer software programs

Ability to:

- Communicate effectively orally and in writing
- Use good judgment
- Prepare and interpret budgets
- Work harmoniously with staff, volunteers, and grant representatives
- Meet deadlines
- Organize and prioritize work
- Train employees
- Conduct meetings and make presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably including courses in business administration.

Experience:

Three years in the execution and reporting related to managing State, federal, or private sector grants. Experience in planning grants is desirable.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.