



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Manager, Grant Programs Oversight
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	26
<b>BARGAINING UNIT:</b>	BTU-TSP

**PREFERRED QUALIFICATIONS**

**EDUCATION:** An earned master's degree from an accredited institution in business administration, public administration, education or a related field, with course work in project management, finance, accounting, budget analysis, or a related field.

**EXPERIENCE:** Minimum two (2) years, within the last six (6) years, of experience and demonstrated knowledge and expertise in logistical support and experience in managing the implementation of grants. Experience conducting research and collecting documentation independently; ability to work effectively under pressure and to meet deadlines; ability to communicate effectively both orally and in writing.

OR

**MINIMUM QUALIFICATIONS**

**EDUCATION:** An earned bachelor's degree from an accredited institution in business administration, public administration, or a related field, with course work in finance, accounting, budget analysis, or a related field.

**EXPERIENCE:** Minimum five (5), within the last eight (8) years, of experience and demonstrated knowledge of, and familiarity with, the theory, methods, and principles of project management and fiscal management, as well as the federal, state, and local laws, regulations, and requirements that govern grants administration; ability to explain relevant issues and train other staff members;

capable of conducting research and collecting documentation independently; ability to work effectively under pressure and to meet deadlines; ability to communicate effectively both orally and in writing.

**ADDITIONAL QUALIFICATIONS**

**REQUIRED:** Requires experience in grant project development and administration. Ability to apply innovative ideas from conferences, meetings, and webinars to project work. Computer skills are required for the position.

**PREFERRED:** Bilingual skills

**REPORTS TO:** Director, Grants Administration

**SUPERVISES:** N/A

**POSITION GOAL:** To facilitate interdepartmental coordination and cooperation between departments and schools for deploying standardized project management practices, methods, and tools for grants; To provide guidance and support to the District grant managers and school-based administrators to achieve key performance outcomes.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Manager, Grant Programs Oversight shall:**

1. monitor individual project work plans to ensure performance measures and student achievement outcomes are supported throughout the grant implementation.
2. manage all aspects of multiple projects from start-up to close-out.
3. develop quality storyboards to define and document grant objectives and dependencies for improved performance outcomes.
4. demonstrate managerial initiative in identifying, tracking, mitigating, and monitoring potential risks or issues to achieve successful grant outcomes.
5. develop quality and timely status reports for quarterly monitoring of grants.
6. oversee meetings, conferences, and webinars in support of the grants management processes.
7. develop, track, and monitor budget expenditures and progress of work assignments.
8. ensure the timely implementation and delivery of contract outcomes as prescribed in the scope of work.
9. interface with program and contract officials or other contract organizations.
10. assume the lead for special and complex projects requested through the contract.

11. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
12. participate in training programs to enhance the individual's skills and proficiency related to the job responsibilities.
13. review current developments, literature and technical sources of information related to job responsibilities.
14. ensure adherence to good safety procedures.
15. follow federal and state laws, as well as School Board policies.
16. perform other duties as assigned by the Director or designee.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Coordinate liaison activities with grant managers, federal, state, and local legislative entities, colleges and universities, organizations and coalitions to support the grants administration department's efforts secure alternative funding from federal, state, and private sources.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

2014-2015 Organizational Chart

Board Approved: 5/20/14

Board Adopted: 6/24/14