

Job Description

Job Title: Grant Management Specialist

Supervisor: Program Admin of Federal Programs

Job Classification: Non- Exempt

Pay Grade: 27

Contract Length: 245 Days

Job Summary

Position exists to function as part of the Federal Programs/Title I department. Position is responsible for managing overall grant financial efforts.

Essential Duties

1. Oversee overall Federal Programs grant financials
2. Documents payments and expenditures for all grants within office (VPI, Title 1 Part A & D, Title 2 Part A, Title IV Part D, School Improvement Grant)
3. Optimizing grant administration process
4. Identifying and managing data for internal and external reporting
5. Maintaining accurate records related to budgets, amendments - ensuring complete an accurate financial activity related to the grant program
6. Ensures reimbursements and budget amendments are accurate and processed in a timely manner
7. Preparing monthly financial reports detailing funds expenditures, balances, analyze information
8. Ensures compliance with state and federal grant funding regulations
9. Effectively monitor millions of grant funds through in office money management system (MUNIS) and state money management system (OMEGA)
10. Educates staff on spending policies guidelines and ensures compliance. Allocate, disbursed and monitor of federal funds to schools and departments.
11. Engage with the Virginia Department of Education (compliance, amendments, coding, spend down)
12. Responsible for inventory of entire Title 1 department and its entities
13. Conducts ongoing monitoring of compliant financial and paperwork across the program
14. Stays abreast of current regulations and procedures related to Federal Programs regulations and applicable local guidelines.
15. Performs other such duties as may be required
16. Provide on-going support by engaging with school based bookkeepers, instructional supervisors, program administrators, business department, VDOE in regards to Federal and State guidelines
17. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Associate's degree in Business or other related field and any equivalent combination of experience, training and education. Must possess knowledge of executive level support of grant finance management (budgeting, accounting and reporting) and be able to work under minimal supervision. Must have ability to exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Proficient in documentation management, electronic and paper-based. Must develop and maintain a strong knowledge base in with procurement law in relation to Federal and State grants. Must possess the ability to establish and maintain effective working relationships.

Working Conditions & Physical Requirements

The physical requirements described herein are representative of those which must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

Supervision Exercised: None

Supervision Received: Program Administrator, Federal Programs

This job description in no way states or implies that these are the only duties to be performed by this employee. The Grant Management Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator of Federal Programs or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

_____ Supervisor
Date

I acknowledge that I have received and read this job description.

_____ Employee
Name (Print) Signature Date