



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Grants Specialist	Location:	Business
Reports To:	Director of Business Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhUSD.org website

Education and Experience Requirements

High School Diploma or GED required. Three years related work experience in writing and managing grants preferred. Demonstrated experience writing grant proposals to government funding sources and managing District grants.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

Administers (plans, organizes, coordinates, and evaluates) projects, utilizing federal, and state funding opportunities to as great advantage as possible to benefit the educational excellence of the District's programs, facilities, and personnel, as delegated by the Superintendent and Directors.

Qualifications

- Effective organizational, planning, communication and inter-personal skills.
- Ability to attend to detail and ensure accuracy of data.
- Ability to work both independently and as part of a team.
- Demonstrated ability to use personal computers, various word processing and spreadsheet software applications.

Responsibilities and Requirements

- Oversee and ensure compliance of all state and federal projects such as Title Grants, School Safety, IDEA, ESSER, CTE
- Process all financial aspects of all grants
 - Reconciliations
 - ADE reimbursement requests
 - Comparability report and calculations
 - Enter grants budgets and revisions into appropriate district budget software
 - Enter journal entries, budget entries & amendments into appropriate district budget software
 - Calculate the indirect cost rate and process payment to Mohave County
 - Complete ADE fiscal monitoring and audits
 - Complete annual audit requests
 - Support procurement processes and coding for all grants
- Facilitate private school consultations, complete required documentation including procurement
- Complete annual risk assessment and all GME completion reports for all grant funds
- Complete initial set-up for all federal grants in GME
- Write grant applications that effectively capture the District's vision and clearly articulate identified needs, implementation steps, timelines, budgets, and evaluation processes.
- Responsible for seeking out, developing and submitting applications, administering budgets, and overseeing the operations of the District Federal programs.
- Disseminate information about grant opportunities to appropriate staff.
- Keep accurate and up-to-date files on all grants, past and present.
- Responsible for the collection of reliable data, preparation and submission of all reports in a timely and accurate manner as required by the Department of Education and private grant entities.
- Identify and cultivate community resources and partnerships.
- Screen grants for possibility of future district costs in continuing programs initiated through those grants and reviews all current and future implications to the District.
- Responsible for acting as a liaison to state and federal programs and the AZ Department of Education.
- Coordinate and schedule staff and student travel that requires reserving and payment for hotels, vehicles, conference fees, entry fees, etc.
- Attend ongoing professional development from ADE and other resources.
- Communicate relevant information regarding grants to all staff.



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- Perform other duties as assigned.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.