

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6555  
Pay Grade: C04

FLSA: Exempt

**PROPOSAL SPECIALIST (pTEC)**

**MAJOR FUNCTION:**

Assists the Chief Operating Officer, administration, faculty, and staff of the Pinellas Technical Education Centers (pTEC) in obtaining or coordinating federal, state, and other specially funded grant projects and business projects for pTEC, by researching grant and business opportunities, preparing or assisting in the preparation of proposals or by implementing funded programs.

**DUTIES AND RESPONSIBILITIES:**

**Proposal Development:**

- Works cooperatively with district and pTEC personnel in the preparation, evaluation and submission of grant applications and proposals
- Collaborates and coordinates with the district special projects office during all phases of proposal development and submissions of grant proposals
- Provides training and technical assistance to pTEC personnel in the identification of funding opportunities and the proposal writing process
- Prepares and distributes communications to pTEC faculty and staff with funding updates and opportunities
- Develops a thorough knowledge of state, federal and other project regulations and guidelines dealing with grant application
- Coordinates with pTEC administration and staff agencies, i.e. curriculum and program developers, financial specialists, industry services, marketing and advertising, and technology support, to develop proposals
- Interprets state, federal, and other project guidelines for the preparation of grants
- Performs other related duties as required

**Grant or Business Opportunity Coordination:**

- Coordinates funded program development and implementation for pTEC
- Aligns program activities with pTEC and district goals and objectives
- Collaborates with pTEC and district office personnel, federal and/or state grant program staff, and business customers to ensure achievement of program goals and objectives
- Collaborates and coordinates with the district special projects office during all phases of proposal development and submissions of grant proposals
- Develops and manages overall program implementation timelines.
- Manages budgets and monitors expenditures for compliance with program requirements
- Serves as liaison between pTEC personnel and district level staff
- Coordinates and assists program evaluation
- Prepares and disseminates information on the effectiveness of program implementation
- Prepares annual program performance reports and submits to federal and/or state program officer, special projects office, and pTEC administration
- Coordinates development and implementation of staff training in support of program goals and objectives
- Supervises grant or business project staff
- Performs other related duties as required

## **PROPOSAL SPECIALIST (pTEC)**

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university and three (3) years related professional experience OR Technical Center certificate and six (6) years related professional experience OR an equivalent combination of education and experience. Demonstrated success in writing funded grants or business proposals. Experience in computer graphics/word processing/layout/design. Demonstrated ability to work effectively with others. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

### **PREFERRED:**

Experience working with federal and/or state grants coordination, business operations management, and district fiscal practices or business proposal pricing.

ISSUED: 12/08; BOARD APPROVED: 12/09/2008; REVISED D & R 10/10 RAS

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**PROPOSAL SPECIALIST (pTEC)**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Proposal Specialist (pTEC) – PTS