

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8311
Pay Grade: E04

FLSA: Exempt
PTS

GRANTS DEVELOPER
REPORTS TO: Director, Special Projects
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university. Florida certification in any field and/or five (5) years related professional experience to include three (3) years grant-related experience, or the equivalent combination of education, training, and experience. Demonstrated success in writing funded grants. Demonstrated ability to work effectively with others.
PREFERRED: Master's degree from an accredited college or university. Knowledge of district curriculum expectations. Demonstrated leadership experience at a school-based or central office site. Experience working with federal and/or state grants.
MAJOR FUNCTION
Assists the Director, Special Projects in obtaining federal, state, and other specially funded projects for the Pinellas County School System, by aiding school and district personnel in the interpretation of guidelines and in the preparation of grant proposals
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Works cooperatively with district- and school-based personnel in the preparation, evaluation, and submission of grant applications• Creates and manages grant development timelines• Provides training and technical assistance to school and district personnel in the identification of funding opportunities and the grant writing process• Prepares and distributes communications to all district sites, schools, and centers with funding updates and opportunities• Reviews and summarizes Requests for Proposals• Aligns grant proposals with program requirements, Board Policy, and Strategic Plan• Develops a thorough knowledge of state, federal, and other project regulations and guidelines dealing with grant applications• Assists in providing leadership to appropriate personnel in developing curriculum needs, which may be funded by special grant monies• Interprets state, federal, and other project guidelines for the preparation of grants• Collaborates with partnering agencies in proposal development• Performs other related duties as required

GRANTS DEVELOPER

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 established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/99 PBL; BOARD APPROVED: 9/28/99; UPDATED D&R, MQ: 9/03 AK; BOARD APPROVED: 9/23/03; UPDATED MQ & PREFERRED: 1/11 RAS; BOARD APPROVED: 02/08/11; REVISED FORMAT, TITLE, SALARY SCHEDULE, QUALS, PREFERRED, MF, ER, ADA, 6/13 LM; BOARD APPROVED: 7/30/13

GRANTS DEVELOPER

WORKING CONDITIONS & PHYSICAL EFFORT:	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 computer to enter and transform words or data					X
21. Using various technology tools					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				

Grants Developer – PTS