

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Grants Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-36/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, collect and analyze data to ensure accuracy for technical reports and grant applications; provide input to the Coordinators regarding development of databases, data collection procedures, and computer utilization; facilitate reasonable, timely communication between various District departments and sites to meet the needs of students, families and staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Collect and analyze data to ensure accuracy for technical reports and grant applications; provide input to Coordinators regarding development of databases, data collection procedures and computer utilization. *E*

Organize technical assistance workshops for completion of grant applications; assist with information relating to interpretation of Request for Proposal format. *E*

Maintain communication with governmental and other funding sources regarding funding opportunities to provide students access to high quality learning options and various activities; represent the District at technical workshops for grant-related technology-based projects. *E*

Prepare initial budget packets for newly-funded grant proposals in a reasonable, timely manner to meet the needs of the district; coordinate with fiscal services to bring initial budgets on-line. *E*

Create and update various databases and spreadsheets to ensure accurate data compilation; identify new funding sources and current information on previously identified sources in support of learning opportunities for students to achieve their personal best. *E*

Provide training to District staff on proper use of the database; assist in the development of presentations as a support for various instructional strategies to meet the needs of students and families. *E*

Create, compose, and distribute flyers, newsletters, memorandums and emails to facilitate communications between departments and sites with relation to grant development, related budget development and maintenance in a reasonable, timely manner. *E*

Operate various office machines including but not limited to copiers, typewriters, fax machines, computer and assigned software. *E*

Serve as project leader on complex and difficult assignments requiring various computer applications. *E*

Assist with monthly meetings for school grant contacts; prepare tables and graphs appropriate for data support. *E*

Proof final grant applications to ensure proper structure and accuracy for timely application processing. *E*

Assign and provide clear work direction to clerical staff in the assigned area. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of college-level course work in computer science, English, research or other related field and three years general clerical experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Computer utilization and application for data output.
- Interpretation of data output and questionnaire development.
- Accurate record-keeping techniques.
- Laws, rules and regulations related to assigned activities.
- Technical aspects of field of specialty.
- Interpersonal skills using tact and patience and courtesy.
- Record retrieval and storage systems.
- Database structures, on-line applications and system capabilities of the District's computer system.

ABILITY TO:

- Provide technical assistance in the area of grant writing.
- Create databases and spreadsheets.
- Operate a computer to enter data, maintain records and generate reports.
- Compile and verify data and prepare reports.
- Learn and apply general policies and procedures of assigned department.
- Maintain current knowledge of advances in the field.
- Communicate, understand and follow both oral and written directions effectively.
- Understand and work within the scope of authority.
- Work independently with little direction.
- Plan and organize work to meet schedules and time lines.
- Conceptualize and work at detail levels.
- Type at 40 words per minute.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Learn new or updated computer systems and programs to apply to current work.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations if necessary, sitting for extended periods of time; reaching overhead, bending at the waist and kneeling to retrieve files from cabinets and shelves; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to read and monitor.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions