

Job Description

Job Title: Grant Technician (Federal Programs)

Position Code:

Job Classification: Non-Exempt

Supervisor: Program Administrator, Federal Programs

Pay Grade: 23

Contract Length: 245 Days

Job Summary

Responsible for monitoring accurate spend down of funds and accurate submittal for reimbursements of expenses for federal programs and CARES/ESSER grants. The position is responsible for providing enrollment assistance to the Pre-K Supervisor and clerical support to the staff of assigned departments.

Essential Duties

1. Performs duties associated with preparing grant reimbursement and submittals.
2. Insure compliance with Private Schools federally funded initiatives.
3. Utilize OMEGA according to local and state requirements.
4. Creates databases and performs data entry and records management; maintains accurate files, records and documentation.
5. Transcribes dictation; types letters; proofreads and edits all documents.
6. Operates and maintains all standard office machines such as faxes, telephones, copiers.
7. Complete ordering and purchasing of supplies and materials for Federal Programs.
8. Processes and prepares requisitions, small purchase orders, purchase orders, and check requests.
9. Works with school personnel in verifying distributions and completing payment process for materials ordered for schools.
10. Manages budget accounts for specific programs.
11. Maintains and tracks a variety of departmental activities and functions.
12. Processes mail and other correspondence.
13. Models nondiscriminatory practices in all activities.
14. Answers telephones and prepares documents, memos and reports.
15. Develop and maintain records, documents and files for Pre-K and Private School interactions
16. Performs other duties as assigned.

(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.)

Other Duties

1. Performs any other related duties as assigned by the appropriate administrator.

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school diploma with completion of business school or some college courses desirable, or equivalent of experience and training that provides the required knowledge, skills and abilities. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques. Knowledge of business English, spelling and math. Must possess excellent computer skills involving Microsoft Word, Excel, and managing the purchasing process and budget accounts. Must possess the ability to understand and follow oral and written instructions. Must possess the ability to edit memos, tests and other instructional documents. Ability to establish and maintain effective working relationships with others using good judgment, tact, and courtesy.

Ability to follow complex oral and written instructions, and work independently. Ability to serve as a team member in a collaborative department suite.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to 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.

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 Technician (Federal Programs) will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate Program Administrator, Federal Programs. 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

Revised 11/2021 CR