

## Position Description

### **GRANTS SPECIALIST**

CODE: 136b

#### **Nature of Work**

Provides direct assistance to the Grants Coordinator necessary to the grant development process such as research of funding opportunities, assist in writing, editing, proofreading, and preparing budgets for grant proposals for Grants Coordinator's review. In addition, maintain filing system for grant applications, track grant requests and report requirements.

This employee is responsible for all activities involving the development of grant proposals, with multiple priorities and organizing to meet deadlines. Work is highly technical, and employee must be able to work independently, and is subject to the supervisory direction and review from the Grants Coordinator, the Executive Director, Comptroller, or their designees.

#### **EXAMPLES OF DUTIES**

1. Assist in the research and development of grant proposals, programs and plans.
2. Research, analyze and compile competitive funding opportunities that relate to airport and seaport needs by working closely with Grants Coordinator.
4. Track deadlines of all grants and seek continuation of funding for current programs that are expiring.
5. Develop and maintain contacts with local and Federal funding agencies.
6. Assist in providing information to interested departments of grant sources.
7. Assist in the development of timetables, meetings, proposal verbiage, and deadlines to expedite timely grant submission.
8. Assist in the collection of data and development of evaluation criteria to measure grant program effectiveness.
9. Provide technical assistance to other proposal writers as appropriate.
10. Maintains the necessary records, files, reports, resource material pertinent to grant proposals and activities
11. Attend meetings with funding agencies to receive information and training in the areas of grant procurement and development as deemed necessary by the Executive Director and/or Board of Directors.
12. Review the Federal Register, professional journals, and other publications for the announcement of grants and other funding sources and disseminate to the Executive Director and Board of Directors.
13. Review guidelines for eligibility requirements, disseminate information, and explain grant restrictions, regulations, priorities, and deadlines to management.
14. Assist in the coordination and planning of funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.
15. Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects.
16. Performs other related duties as assigned.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

- a. Knowledge of laws, rules and regulations, procedures and policies governing the funding and administration of federal, state and local grant programs.
- b. Good written and verbal communication skills.
- c. Knowledge of the specific functions of each division of CPA.
- d. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
- e. Knowledge of grant application process and writing of applications.
- f. Knowledge of various grant programs available to airport and seaport divisions.
- g. Excellent organizational skills.
- h. Ability to work under pressure to meet deadlines for grant opportunities; and work flexible hours for research.
- i. Ability to participate as a team player to coordinate grant projects.
- j. Ability to develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements.
- k. Ability to read, interpret and apply laws, rules and regulations.
- l. Ability to plan, prioritize and coordinate multiple projects.
- m. Ability to gather, analyze, and evaluate a variety of data.
- n. Ability to establish and maintain a cooperative relationship with the public, construction management consultants, supervisors, employees and other personnel.

**MINIMUM QUALIFICATIONS REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college with an Associate's degree in Public or Business Administration, Economics, Finance, Business Management or Accounting or other related field with no less than three (3) years' experience in grants and contracts development area, writing, responding to and/or evaluating grant proposals and applications, contracts and reports.

Shall have no record of felony or criminal conviction.

**PAY RANGE**

Pay Level: 15  
Minimum: \$14.38/hour; \$29,910.91 per annum.  
Maximum: \$24.60/hour; \$51,157.80 per annum.

ADPOTED BY CPA BOARD ON: June 02, 2023