



Grant Coordinator

Class Code:
0624

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU
Established Date: Sep 9, 2016
Revision Date: Feb 19, 2023

SALARY RANGE

\$20.82 - \$25.95 Hourly
\$1,665.60 - \$2,076.00 Biweekly
\$43,305.60 - \$53,976.00 Annually

DESCRIPTION:

*The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.*

For exact salary information please refer to the current salary schedule. [County website](#)

General Statement of Duties:

Under general direction of the Director of General Services to coordinate recycling, grant and fiscal programs within the General Services Department. Perform fiscal technical functions including processing claims and budget preparation. Perform other duties as assigned by the Director of General Services.

Distinguishing Characteristics:

Incumbents are expected to carry out projects independently while working within a defined budget. Must have the ability to manage multiple tasks or projects at the same time while meeting time-sensitive deadlines. Incumbents are responsible for researching, monitoring, and overseeing each grant and recycling program as assigned. Must have the ability to organize and manage public events, including coordination of vendors, staffing, and data tracking for required reporting.

Reports to:

Deputy Director of General Services

Classifications Supervised:

None.

EXAMPLES OF DUTIES:

Essential Functions:

- Prepare grant proposals and applications for various recycling programs and grants.
- Develop and maintain information regarding budgets, grant funding, expenditures, and reporting deadlines.
- Prepare reports of funded projects as required by funding source in a timely fashion.
- Coordinates grant application and management process.
- Organize recycling events including physically overseeing and handling of recycling materials.
- Attends meetings and documents activities as required.
- Assist with coordination of the Siskiyou County Integrated Solid Waste Management Agency including meeting agendas, minutes, etc.
- Prepares and presents presentations to the Board of Supervisors or other local agencies.
- Operate County vehicles.
- Performs a wide scope of complex financial and statistical record keeping work.
- Maintains accurate tracking of all expenditures for assigned grants and/or programs.
- Maintains detailed job process and administrative records.
- Analyzes revenue and expenditures and prepares claims and periodic statements.
- Assists with preparation of budget estimates and projections.
- Prepares and maintains complex financial and statistical reports.
- Identifies and resolves complex accounting and statistical record keeping.
- Develops contracts between the department and outside vendors
- Prepares periodic billings for special contracts and reimbursable grants
- Prepares claims for other government agencies and vendors
- Operates computers, using County financial software, special on-line software used in an assigned County department, and spreadsheets
- May provide lead direction and work coordination related to various events and recycling programs.

Knowledge of:

- Grant writing principles, reimbursable grants, and grant administration as they relate to governmental agencies.
- Methods, practices, and terminology of financial and statistical record keeping.
- Laws, rules, and regulations governing the maintenance of fiscal records in the assigned area.
- Waste audits, waste characterization studies and methods to reduce and recycle solid waste.
- General knowledge of waste collection, separation, transportation, recycling, and disposal operations
- Coordination of public events.
- Record keeping principles and procedures.
- Basic principles and terminology of accounting.
- Good public relations techniques.
- Maintenance of files and information retrieval system.
- Computerized financial information systems used by the County.
- Modern office methods and procedures.
- Principles of lead direction, training, and work coordination.

- Practices, procedures, and techniques of research, information analysis, and report development.
- Principles of planning and organization.
- Work safety practices.

Desired Skills:

- Plan, organize, administer, and manage the development and utilization of grant funding.
- Meet proposal deadlines.
- To lead individuals in events and recycling event process
- Coordination with outside agencies to obtain information regarding grants.
- Confer with community groups, media, and other associations as necessary.
- Prepare grants and grant proposals.
- Prepare financial and statistical reports.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial and special information systems and use a computer for financial and statistical record keeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Establish and maintain cooperative working relationships.
- Perform special projects and studies as assigned.

TYPICAL QUALIFICATIONS:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of previous financial and statistical record keeping work experience comparable to that of a Fiscal Technician I highly desired.
- One year of experience working in grant writing, coordination, administration, and reporting.
- Experience with recycling programs highly desired but not required.

Special Requirements:

- Must possess and maintain a valid driver's license.
- Incumbents transporting hazardous materials may be required to possess special endorsements.
- Applicants will be required to submit to a pre-employment physical examination and clear background fingerprinting.

SUPPLEMENTAL INFORMATION:

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; verbal communications; ability to bend, stoop, kneel and crouch; corrected hearing and vision to normal range; ability to wear safety and protective clothing such as hard hats, safety glasses/goggles, ear plugs, respirators, gloves, boots and chemical resistant clothing; use of vehicles; use of office equipment, including computer, telephone, calculator, copiers, registers and FAX.

Typical Working Conditions:

Work is sometimes performed in an office environment; Often work is performed outside in varying temperature, weather, and humidity conditions and sometimes has exposure to moving equipment; continuous contact with other staff and public.

ABILITY TO::