

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ADULT EDUCATION GRANT MANAGER

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited college or university.
- (2) Minimum of three (3) years experience working with grants in the Adult and Vocational education area.
- (3) A minimum of three (3) years experience working in area of business management and budget and finance.
- (4) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and federal regulations and guidelines. Knowledge of principals and practices of accounting. Ability to understand written and oral communications regarding expenditures of funds under application laws. Ability to use technology to keep complete records accurately. Ability to prepare reports. Ability to work with others. Excellent written and oral communication skills.

REPORTS TO:

Director, Adult and Community Education, or supervisor, as directed

JOB GOAL

To provide leadership in the planning, writing, implementation, budgeting, and delivery of all Adult and Community Education Grants.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Research and seek new funding for Adult Education projects and programs.
- * (2) Oversee current grant administration as assigned by the Director.
- * (3) Attend all required state, federal, and local grant related meetings.
- * (4) Work with other Adult Education staff to prepare written Requests for Proposals (RFP).
- * (5) Oversee budget of all Adult Education grants.
- * (6) Coordinate tracking, collection and reporting of grant-required data and deliverables.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

SUPERVISOR, ADULT EDUCATION (Continued)

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 those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Salary: \$14.42 – 17.74