

**ST. MARY'S COUNTY PUBLIC SCHOOLS**  
**EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**Grants Specialist (Grant-Funded)**

**POSITION:** Grants Specialist (Grant-Funded)

**REPORTS TO:** Chief of Equity, Engagement, and Early Access

**LOCATION:** Department of Equity, Engagement, and Early Access (EEEEA)

**NATURE OF WORK:**

The Grants Specialist will work with EEEA staff and share in the responsibilities for numerous federal, state, and local grant reports and submissions including Title I and early childhood reports. Reports will include Title I Participation, Comparability, early childhood enrollment and eligibility recordation from Pre-Kindergarten in addition to new and required federal and state reports. The Grants Specialist will provide oversight with school and departmental inventory, budget development documentation, applications, stakeholder feedback, and report support to staff, preparing procurement documents, and serving as a liaison with Fiscal Services staff assigned to the grant or department in addition to departmental and school-based monitoring preparation. This person must have the ability to communicate clearly and concisely, both verbally and in writing, to community members, site administrators, grant managers, and state and local agencies. This position will also have professional development responsibilities, in collaboration with other staff, to support efficient and effective grant management and comprehension of school and departmental staff.

**ESSENTIAL FUNCTIONS:** The Grants Specialist will work under the direction of the Chief of Equity, Engagement, and Early Access and in collaboration with grant managers and administrative staff. Principals and school-based staff, supervisors, directors, and fiscal services representatives to support the implementation, efficient management of, compliance with, and clear communication of federal, state, and local funds.

**DUTIES AND RESPONSIBILITIES:**

- Collect, analyze, and prepare data reports for EEEA;
- Acquire and maintain considerable knowledge of federal and state guidelines for restricted projects;
- Design and implement data collection systems, including survey data, compile, analyze, and submit required reports;
- Attend local and statewide meetings as necessary;
- Conduct and coordinate the development and distribution of surveys, needs assessments, marketing materials, information packets and permissions, and other information to childcare providers, parents, stakeholder groups;
- Provide fiscal support and accountability for grant funded purchases and the coordination of services, supplies, and materials for offices, schools, classrooms, partnerships, activities, and events;
- Provide fiscal support and accountability for braided funds and ensure the appropriate documentation is in place;
- Participate in staff and school-based meetings to ensure component compliance monitoring;
- Prepare grant evaluation information for the Maryland State Department of Education (MSDE) and other agencies;
- Monitors and analyzes expenditures made by others to ensure compliance with requirements and deadlines;

- Prepares invoices for reimbursement of expenditures;
- Works closely and cooperatively with Fiscal Services, school-based staff, departmental staff, and partners;
- Makes task-based decisions in accordance with laws, ordinances, regulations, and established procedures;
- Manages confidential information with sensitivity and discretion;
- Works independently without supervision;
- Maintains sensitive and confidential records and prepare reports from such records.
- Examines and analyzes financial documents and accounts for review with grants' accountant; and
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree in Accounting, Business Management, Communication, or a related field, required;
- Minimum of three years of bookkeeping or account reconciliation experience, required;
- Knowledge of Uniform Grants Guidance and experience with federal grants, required;
- Evidence of professional development/training experience and skills, required;
- Demonstrated ability to relate positively to colleagues and school-based staff; and to work under pressure with changing timelines, required;
- Demonstrate effective communication skills, both orally and in writing, required;
- Thorough working knowledge of current technology to include critical programs, database, record keeping, office equipment, and software, required; and
- Knowledge of eFinance and Power School preferred;

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 23. This position is funded through Title I and other grant funds as available. Time and effort reporting is required.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**