

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



GRANTS SPECIALIST

JOB CODE: 30167	PAY GRADE: 16	PAY RANGE: \$47,740 - \$76,384
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GENERAL DESCRIPTION

Under the direction of the Strategic Planning Division Sergeant, this position is assigned to Grants Administration. The incumbent is responsible for obtaining grant funding to support existing and planned agency projects and programs and ensures compliance with grant award policies and procedures. Work consists of varied, non-standardized tasks requiring application of numerous grant-related guidelines. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepares and submits timely grant proposals utilizing established processes and procedures;
- Serves as project lead for selected grants, overseeing the grant's development, implementation, monitoring, and reporting of project activities and financial matters;
- Conducts research in regard to availability of federal, state, corporate, foundation, and private grant funding consistent with agency priorities;
- Interprets requests for proposal guidelines for the preparation of grant applications;
- Collaborates with agency personnel, federal and/or state grant program staff, partner agencies, and with contracted project evaluators to ensure achievement of grant programs goals and objectives;
- Regularly monitor and document grant expenditures and grant funded activity to ensure compliance with federal or state regulations and specific terms and conditions of multiple grant awards;
- Serves as liaison for Grants Administration with grant-funded program staff as needed;
- Provides grant-related services and assistance to agency members and external agencies;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Criminal Justice or related field AND two (2) years' related experience in grant management/grant writing, OR
- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration, Criminal Justice or related field AND four (4) years' related experience in grant management/grant writing, OR
- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND six (6) years' related experience in grant management/grant writing
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of grant funding policies and procedures and applicable local, state and federal regulations
- Knowledge and understanding of proposal and grant writing procedures and requirements, and the ability to research for available grant opportunities
- Project management skills and the ability to resolve complex problems and issues
- Ability to plan, prioritize, and coordinate multiple projects so that deadlines are met
- Ability to adapt to changes in work tasks and to manage competing demands; change approach or method to best fit the situation; and deal with frequent change, delays, or unexpected events
- Ability to develop a working budget and provide oversight to ensure accurate financial reporting and procedural compliance
- Ability to apply advanced verbal and written communication skills and utilize such skills to make effective presentations to small and large groups
- Ability to work under pressure and meet deadlines for grant opportunities



- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications
- Ability to participate as a team player, interacting with members of various agency bureaus as well as community agencies
- Ability to gather, analyze, and evaluate a variety of data in order to prepare a cogent proposal
- Knowledge of general written standards and procedures utilized
- Ability to read, interpret, and follow procedural and policy manual related to the job tasks
- Ability to respond to supervision, guidance, and direction of superiors in a positive, receptive manner and in accordance with stated policies
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, climb, reach, kneel, or twist