

BGSU Classification Specification Developed for Equal Opportunity	Class Title: Grants Coordinator 1	BGSU Pay Grade: 8
	Major Agencies: County Offices, Universities	Code: 63161
		Jurisdiction: Cnty,. Univ.

Function:
Under general supervision from grants administrator or other administrative superior, coordinated departmental grant activities; assists project directors to obtain & administer grants;

Rank	% Of Time	Essential Functions	Major Work Characteristics
1	18-38	Prepares, reviews, and processes grant applications; writes project proposals for submission to granting agencies.	Knowledge of (1) proposal writing or contract & grant preparation; ability to (2) calculate fractions, decimals & percentages, (3) gather, collate, & classify information according to established method, (4) cooperate with co-workers on group projects, (5) develop complex reports & position papers.
2	0-20	Assists in program planning & policy determination; develops reporting & monitoring system, application process procedures, & funding mechanisms.	Knowledge of 1, (6) accounting; ability to 5, (7) define problems, collect data, establish facts & draw valid conclusions.
3	3-23	Manages grant funds; develops & reviews budgets; monitors account balances; approves expenditures & disburses funds.	Knowledge of 6, (8) budgeting; ability to 3.
4	10-30	Advises departmental administrators, project directors, & local government agencies on funding sources & requirements; trains staff in proposal writing techniques & fundamentals of grant administration.	Knowledge of 1; ability to (9) handle sensitive telephone & face-to-face contacts with public & government officials.
5	0-19	Monitors & evaluates grant projects to assure adherence to standards; conducts on-site inspections of project areas; recommends changes and improvements.	Ability to 3, 7, 9.

<p>Unusual Working Conditions: May require overnight travel.</p>	<p>Minimum Class Requirements: Ability to calculate fractions, decimals, & percentages & to read & write common vocabulary plus: 3 courses in contract & grant preparation or 300 hours training in proposal writing (or 3 mos. Exp in preparing project proposals or preparing contracts & grant applications) 1 course in accounting (or 1 month exp.); or equivalent.</p>	
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Rank	% Of Time	Essential Functions	Major Work Characteristics
6	6-16	Prepares necessary correspondence, memos & reports related to grant projects.	Ability to 3, 7.
7	0-17	Researches available funding sources; studies to keep current on program regulations, directives & policies; attends staff meetings & training sessions to improve job skills.	Ability to 3.
8	0-5	Performs public relations duties: serves as liaison with each other departments & agencies involved in grants programs; represents department or division at technical & lay meetings; explains programs to the public.	Knowledge of (10) public relations; ability to (11) prepare & deliver speeches before general public.
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