

Sweetwater Union High School District

DIRECTOR OF GRANTS AND COMMUNICATIONS

Purpose Statement

The job of Director of Grants and Communications is done for the purpose/s of directing the operations of the district's grants and communications department; review, evaluate, implement and monitor grant opportunities; organize and implement ongoing district public relations activities, disseminate to internal and external parties; provide technical and creative assistance to the Superintendent, District administration, and the Board.

Essential Functions

- Manages the development and monitoring of district wide grant programs (e.g. researching, grant writing, legal, budget and financial compliance monitoring, etc.) for the purpose of ensuring the efficient growth and development of productivity for teachers, classified/support staff, district administrators and Board members.
- Oversees the preparation and dissemination of public relations issues for the purpose of ensuring that information is accurately and effectively distributed and that a positive district image is maintained throughout the community.
- Develops long and short range plans in relation to the grants and communications department and related activities (e.g. policies, procedures, staffing, budgets, materials, equipment, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. plans, budgets, brochures, flyers, announcements, reports, analyses, recommendations, procedures, etc.) for the purpose of disseminating information, documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.
- Researches information required to manage assignments including reviewing relevant policies, current practices, grant writing best practices, possible grant resources, etc. for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to issues involving a wide variety of people conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed (e.g. staff, administration, parents, students, community members, law enforcement agencies, other school districts, college representatives, etc.) for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Participates in a variety of meetings as required (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Collaborates with others (e.g. district personnel and administration, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Performs personnel administrative functions (e.g. training, supervising, evaluating, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department and/or program outcomes are achieved.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent hardware and software.

KNOWLEDGE is required to oversee departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of grant writing and maintenance; relevant local, state and federal regulations; methods and techniques of disseminating information to the public and/or media; graphic design and photography; budget preparation; business telephone etiquette; concepts of grammar and punctuation; Education Department General Administrative Regulations (EDGAR).

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in education. Five years of increasingly responsible experience in public administration relations, grant research, writing and evaluation.

Required Testing

None Specified

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224