

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Grant Writer

---

**FLSA Status:** EXEMPT

**Classification:** Classified

**Terms of Employment:** 8 hours per day, 12 months

**JOB GOAL:** To identify, research, write, manage, solicit and edit state, federal and private grant proposals and correspondence which are part of grant procurement efforts of the Nye County School District.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Writes, reviews and submits complete and successful grant and project applications.
2. Prepares and presents project reports, analysis and findings.
3. Creates accurate budgets, financial reports, and budget amendments for grants.
4. Maintains current demographic data (population, poverty, etc.).
5. Attends meetings, conferences, and trainings.
6. Provides relevant information on current/past grants.
7. Performs grant expenditure tracking, monitoring, and evaluation to maintain integrity and budgetary compliance.
8. Provides technical support in the implementation of grants and projects.
9. Grant management oversight in budgeting, programming, evaluation, and reporting.
10. Works with technology to establish district needs and request quotes.
11. Continuously monitors new federal & state policies as it relates to grants, regulation, and guidance and updates district procedures, regulations, and policies accordingly.
12. Distributes and gathers information, efficiently and accurately.
13. Assists in finding funds to accomplish needs set forth in the District and School Performance Plans.
14. Oversees grant programs, as assigned.
15. Maintains "wish lists" from schools and locates funding sources throughout the year.
16. Performs other duties as requested or assigned by supervisor.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Knowledge of basic needs assessment strategies.
2. Effective mathematical, speaking and writing skills.
3. Effective organizational skills.
4. Ability to work well under pressure and meet deadlines.
5. Ability to work cooperatively with colleagues, parents, community organizations, agencies, administrative personnel and other contacted in course or work.
6. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
7. Recognizes and reports hazards, conforms to safety standards as prescribed.
8. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
9. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. College degree or the equivalent in related course work or related job experience
2. Experience in grant writing techniques and procedures for obtaining grant awards
3. Successful performance in the position held at time of application

**Licenses and Certifications:**

- 1. Valid Nevada Driver License

**Screening and Compliance:**

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCS D Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office/library/classroom equipment, communicable diseases.

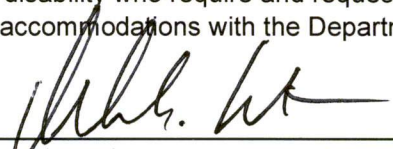
**Working Conditions:** Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

9/24/19  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_