

SAN DIEGO CITY SCHOOLS
Position Description

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| TITLE: | Director, Office of Sponsored Programs | REPORTS TO: | Controller |
| DEPARTMENT: | Finance | CLASSIFICATION: | Classified Management |
| FLSA: | Exempt | SALARY GRADE: | 032 |
| ISSUE DATE: | July 1, 2002 | | |

BASIC FUNCTION:

Plan, organize, coordinate and direct the District's sponsored programs for seeking, developing, securing, and monitoring grants and external funding sources; identify funding entities, negotiate and administer awards, and assure compliance with a variety of federal, state and sponsor requirements; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the District's sponsored programs for seeking, developing, securing, and monitoring grants and external funding sources. **E**

Identify external funding opportunities, establish and maintain contact with funding entities, and formulate partnerships with other organizations. **E**

Develop and maintain systems to disseminate funding information to appropriate District departments and sites; identify areas for potential proposal development for all facets of the District; match funding opportunities to District program needs; negotiate awards with funding entities. **E**

Coordinate and provide grant proposal development and writing assistance to district staff; assist in initial grant budget preparation; assist staff in the development of required reports for funded projects. **E**

Manage and track grant proposals through District process and submission to funding source. **E**

Manage and monitor funded projects from award through audit. **E**

Implement policies and procedures necessary to conduct funded projects in compliance with federal, state and other regulations; advise staff in all matters regarding compliance issues. **E**

Provide technical expertise, information and assistance to the Controller regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Controller of unusual trends or problems and recommend appropriate corrective action. **E**

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in internal auditing programs, analyses and related functions; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**

Attend and conduct a variety of meetings as assigned; establish and maintain relations with local, state, and federal agencies and associations to remain current on programs and issues that affect sponsored program services. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a Master's degree in business or public administration or related field and seven years of progressively responsible experience managing external funding programs, including writing grant proposals and supervising staff.

LICENCES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of procedural guidelines of grant applications and related activities.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the District's sponsored programs, including grants and external funding programs.
Train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines and the District programs.
Recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office, community, and business locations; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.