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Grants Specialist-Requisition #2439 (Emergency Hire)

Description

Under the direction of the Grants Administrator, perform a variety of specialized activities involved in researching, obtaining, developing and maintaining grants and related funding sources for designated programs; write and prepare grant proposals, applications and related documents; confer and collaborate with department managers in the development of related budgets. Successful candidate must have knowledge of local, State and federal resources for Tribal funding; grant research, applications and administration; record-keeping and report preparation techniques; tribal, State and federal standards and requirements governing grant-funded programs and services; basic budget preparation and control; methods of collecting and organizing data and information; operation of a computer and assigned software; public relations techniques. Must have the ability to perform a variety of specialized activities involved in researching, obtaining, developing and maintaining grants and related funding sources for designated programs; write and prepare grant proposals, applications and related documents; confer and collaborate with department managers in the development of grant budgets; provide consultation to staff, administrators and others concerning grants and resource development; review, monitor and evaluate grant-funded programs to assure compliance with Tribal goals, objectives and grant specifications and requirements; learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; determine appropriate action within clearly defined guidelines; meet schedules and time lines; work independently with little direction; prepare and maintain various records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some college level coursework in accounting, public administration, or related field, and two years increasingly responsible accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Continuously throughout employment, must possess a valid California Class C driver's license and maintain insurability under the Tribe's vehicle insurance policy.

All positions require applicant be at least 18 years of age. Those selected for a position are subject to a background investigation, drug screening and possible participation in the DMV Pull Program. References will be checked.

Employment Type

Full-time

Base Salary

\$ 22.07

This position is open until filled.

To learn more detailed information about the position duties and requirements, please contact Human Resources Department at (760)541-5216

Job Location

66-725 Martinez Road, 92274, Thermal

Hiring organization

TMDCI