SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE:  DIRECTOR – GRANTS, PARTNERSHIPS & OPERATIONS

BASIC FUNCTION:
Under the direction of an Executive Director, plans, organizes, controls, and directs grants, partnerships, operations, and priority special projects of the County Office of Education; assists with coordination and negotiation with contract clients; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:
The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:
Plans, organizes, oversees and directs grant preparation, budget development, grant submission and grant management activities for large County Office projects and projects that include collaboration between the County Office and other agencies

Secures and conducts research necessary to inform the evaluation and efficiency of instructional programs

Works directly with Executives, Directors, Coordinators, and school site instructional personnel to inform and support instructional program needs

Provides recommendations and selects appropriate grants upon commencing the collection and coordination with various instructional program staff to develop and demonstrate program needs

Stays abreast of funding and develops grants related to child welfare activities and connects the proposed and potential program activities and services through the school and home settings

Searches and monitors current Request for Applications (RFA) and Request for Proposals (RFP) from public funders; advises leadership on grant eligibility and future opportunities aligned with County Office strategy

Oversees grant preparation, including convening partner meetings to develop projects aligned with RFA/RFP, allocating responsibilities to team members, performing needs assessment and demographic analysis, developing program budgets, and writing applications

Develops memorandums of understanding and other agreements as needed to serve student programming needs

Develops and executes operational policies, processes, and/or procedures for effective post-award grant programs and contract management to ensure compliance with funder requirements as well as local, state, and federal laws and regulations

Personnel Commission Approval:  05/10/2023
San Mateo County Office of Education
Provides training to certificated personnel on topics such as grant management, compliance, grant program metrics, and pre and post-award grant outcomes

Establishes oversight structures for program and/or contractual compliance in collaboration with certificated personnel which will include; interpretations and evaluations of programming; assesses individual grant program gaps, provides technical assistance, and surfaces and addresses outcomes with Core Cabinet

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information; provides counsel and guidance to colleagues in areas related to program development and evaluation, grant development, and other areas

Supports strategic plan development; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities

Serves in an advisory capacity and provides technical expertise, information and assistance to the County Superintendent, Core Cabinet, and others regarding grant status, partnerships, projects, and related matters

Provides leadership for various fund and grant development, planning and implementation activities

Oversees, coordinates, and manages the creation of professional development and technical assistance for programs and Local Educational Agencies (LEAs) across the County

Establishes and oversees contracts with grants and contracted consultants, including institutions of higher education and other County Offices of Education that support the scope of work; oversees, maintains, and provides budgets and reports for contracts and grants according to established timelines and reporting requirements per the County Office

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal workday or work week

OTHER DUTIES:
Perform related duties as assigned
KNOWLEDGE OF AND ABILITIES:

KNOWLEDGE OF:

Adult learning modalities and best practices for training

Public agency grants management, preparation, application and submission practices and procedures

Research planning, design, methodology and analysis of areas such as; instructional programming and child welfare programs

Principles and methods of grant writing, reporting, and funder compliance requirements and procedures

Principles and practices of fundraising programs and resources, industry, and private foundations

Educational programs and funding streams available to LEAs and County Offices of Education and applicable eligibility requirements

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies

Principles and methods of data collection, analysis and technical report writing

Applicable federal and state laws, codes, regulations, policies and procedures

Budget preparation, administration, monitoring and control practices

Methods and techniques for developing presentations, negotiating contracts, and representing the agency in business and community correspondence

Oral and written communication skills that support training, grant narrative development, and evaluation of program outcomes

Principles and practices of administration, supervision and training

Principles of equity, diversity, inclusion and partnership

ABILITY TO:

Assess through research, evaluation and analysis, the efficiency and effectiveness of programs funded by grants

Research, solicit and acquire grant funding to meet instructional program needs

Identify private, local, state and federal funding sources
Interpret, explain and apply rules, regulations, policies, procedures and requirements

Develop and foster relationships with various agencies, donors and foundations

Engage and manage partnerships and teams

Represent the County Office in dealings with government agencies, private agencies, contractors, and various business, professional, regulatory and legislative organizations

Analyze situations accurately and adopt an effective course of action in order to meet schedules and timelines

Work independently with minimal direction

Develop and prepare comprehensive reports, correspondence, policies, procedures, and other written materials

Communicate effectively both orally and in writing

Establish and maintain effective filing, record keeping and tracking systems

Operate a computer and related software

Supervise, evaluate and train assigned staff

**EDUCATION AND EXPERIENCE:**

Master’s degree or equivalent from an accredited college or university in education or related field applicable to the position

Minimum of three (3) years of experience as a site and/or district office administrator or in non-profit organizations

**LICENSES OR OTHER REQUIREMENTS:**

Current California Driver’s License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

A person in this classification will work in an office environment, with controlled temperature conditions and no direct exposure to hazardous physical substances. An employee in this job class may interact with staff and members of the public under emotionally stressful conditions while interpreting and enforcing division rules and policies.
PHYSICAL DEMANDS OF THE JOB:

Hearing and speaking to make presentations and exchange information
Dexterity of hands and fingers to manipulate a computer keyboard and other office equipment
Seeing to read a variety of materials
Sit and stand for extended periods of time
Bending, stooping, kneeling and reaching to perform assigned duties
Pushing and pulling to access documents and materials in file drawers and cabinets
Reasonable accommodations will be made for individuals on a case by case basis