



# The School Board of Polk County

<https://www.polk-fl.net>

## Job Description

Position Title: Technician, Grants  
FLSA Status: Non-Exempt  
Salary Grade, if non-union: SG14  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to support the production of grant proposals and support management of certain grant-funded projects. This includes gathering, managing, manipulating and displaying many types of data, and translating information into documents, spreadsheets and presentations using Microsoft Office software products; formatting and uploading electronic documents for electronic submission; providing technical assistance to grant managers in other departments regarding bookkeeping, government contacts, and general communications; and preparing documentation for School Board approval. Will also ensure efficiency in office functions and monitor the departmental and certain grant budgets.

### Essential Functions of this Job:

Design and update Grants web page, newsletter and database as needed. Produce statistical and informative materials related to grants. Prepare summaries of conversations and meeting minutes. Maintain positive communications and represent Grants Department with professionalism. Make arrangements for departmental attendance at conferences and off-site meetings to include travel plans, documents, approvals. Process budget forms, Budget Impact forms, and other forms that accompany grant applications. Consult with teachers and school representatives on proper grant writing procedures. Maintain and archive files on funded projects.

### Non-Essential Functions of this Job:

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Considerable knowledge of business writing and composition with strong grammatical skills. Strong knowledge of business office practices and procedures. Ability to keep accurate and retrievable records.

Thorough understanding of applicable grant regulations. Demonstrated experience in working with budgets. Attention to detail and follow through. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

Graduation from an accredited college with an Associate's degree or equivalent technical training. Considerable experience in project budgets. Three to five years' relevant work experience is strongly desired.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with students, individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 9925

EEO5: 51

Approval Date: 2007-06-26

Date Last Revised: 2013-07-08

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*