

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: GRANTS PROGRAM SPECIALIST

BASIC FUNCTION:

Under assigned supervision, supports the implementation and sustainability of an assigned grant-funded program(s) by administering fiscal and data systems, ensuring compliance, and assisting in the coordination of program operations; provides analysis and reporting to inform decision-making; supports cross-agency collaboration; serves as a strategic liaison and provides technical assistance to internal and external stakeholders in support of the program's mission.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

- Supports the implementation and sustainability of program goals and initiatives by coordinating logistics, maintaining records and documentation, assisting with data management, monitoring progress toward program milestones, and facilitating communication and timely distribution of materials.
- Collaborates with internal and external partners to gather and synthesize data from technical assistance engagements, and/or program activities.
- Generates dashboards, visualizations, and reports to inform decision-making at the program and organizational levels, as well as among partners.
- Supports complex budgeting, resource allocation, and financial reporting related to assigned programs; may contribute to the research, writing and management of grant budget proposals and contracts.
- Oversees the development, allocation, invoicing, disbursements, and collection of grant funds to ensure compliance with grant requirements.
- Act as a liaison between the program and external partners which may include, county offices of education, local education agencies, and institutions of higher education, contractors, vendors, and state agencies to coordinate grant and program activities.
- Supports the development of language for contracts and Memorandums of Understanding (MOUs) between the SCCOE and partners; collaborates with SCCOE personnel to process contracts, timesheets, MOUs, Inter-Office Service Agreements, Requests for Proposal, and other agreements related to budget and fiscal responsibilities.

- Monitors reporting requirements and data input accuracy to ensure compliance with governmental and grant regulations; resolves discrepancies.
- Develops and maintains tracking systems, data systems, and financial management tools; inputs data into automated systems and generates reports as required.
- Conducts research and analysis to support program improvement, funding alignment, and compliance with Education Code and other relevant regulations.
- Performs special projects and supports cross-agency initiatives related to program implementation and technical assistance.
- Delivers high-level customer service by responding to inquiries resolving issues and providing technical support to internal and external partners.
- Coordinates and executes logistics for program-related events such as workshops, meetings, site visits, and support sessions to enhance participant experience, engagement, and overall program success.
- Operates a variety of office equipment and software.
- Attends a variety of meetings as assigned

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Policies, practices, procedures and objectives of assigned programs and activities.
- Record-keeping techniques for qualitative and quantitative data.
- Principles of report writing, editing, and proofreading qualitative and quantitative reports.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data collection and control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software, including a variety of data management software programs.
- Oral and written communication skills.
- Basic statistics and mathematic calculations, including budgeting techniques.
- Applicable state and federal laws, rules, and regulations.
- Budgeting and financial management practices for programs and grants including tracking, reporting, and ensuring compliance with funding requirements.

ABILITY TO:

- Perform a variety of budget development, analysis, monitoring, and expenditure work.
- Gather, organize, and input quantitative and qualitative data efficiently and with accuracy.

- Verify, audit, and reconcile data.
- Prepare, analyze and interpret a variety of data and reports.
- Maintain a variety of records, logs and files.
- Organize data in a meaningful and logical manner.
- Perform varied and responsible administrative support duties as assigned.
- Compose correspondence and written materials independently or from oral instructions.
- Learn, apply and explain laws, codes, rules, regulations, policies and procedures relevant to the position.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.
- Operate standard office equipment and assigned programs and software.
- Provide high-level customer service to the public, vendors, contractors, partners and County Office staff.

EDUCATION AND EXPERIENCE:Any combination equivalent to:

- Bachelor's degree in business administration, public administration, education, or a related field and
- Two years of experience performing duties related to the implementation and administration of grant-funded programs, including technical assistance, fiscal oversight, and data management. Experience in performing these functions within a public agency is preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.

HAZARDS:**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result

in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: September 10, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

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