

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR – GRANTS, PARTNERSHIPS & OPERATIONS

BASIC FUNCTION:

Under the direction of the County Superintendent or designee, plans, organizes, controls, and directs grants, partnerships, operations, and priority special projects of the County Superintendent; 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, controls 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; 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, allocating drafting of narrative sections to team members, performing needs assessment and demographic analysis, developing program budgets, writing final draft of submissions, demonstrating community endorsement and submitting final applications.

Initiates, fosters, and coordinates strategic partnerships with public, non-profit and private organizations; develops and recommends policies regarding officially recognized County Office partnerships; develops memorandums of understanding and other agreements as needed.

Develops and executes operational policies, processes, and/or procedures for effective post-award grant programs and contracts management to ensure compliance with funder requirements as well as local, state, and federal laws and regulations; establishes and implements "due diligence" policies, processes, and/or procedures to manage and monitor sub-grantees work, expenditures, and operational policies.

Serves as the expert on grant compliance and interpretation of OMB Circulars and all applicable regulations, policies, and procedures; provides seasoned guidance on compliance issues as well as key operational best practices.

Provides training, as required, to administrative, program, and supervisory staff as it relates to grant management, compliance, agency policies, OMB circulars, among others; provides technical assistance, as required, to grant program managers and their supervisors in support of post-award grant programs.

Establishes oversight structures for program and/or contractual compliance, as required, in collaboration with program, accounting, contracts, evaluation, and other personnel to ensure appropriate performance and spending against commitments; as needed, assesses individual grant program gaps, provides technical

assistance, and surfaces and addresses issues with Cabinet or senior leadership.

Oversees cultivation and engagement of individual gifts from donors and potential donors; manages staff for major gifts planning and fundraising strategy implementation for a portfolio of donors; works closely with the Cabinet and/or senior leadership to manage other projects that increase unrestricted giving growth, increase short and long-term donor acquisition, and supports other priority giving initiatives.

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, as needed.

Plans, organizes, controls, and directs priority special projects of the County Superintendent or designee; directs project coordination activities including developing and implementing work plans and coordinating with multiple programs, program directors and stakeholders; develops RFPs and contracts for contract services and oversees contract implementation.

Attends and conducts a variety of meetings with community leaders, government officials, stakeholders, and others, as needed; represents the County Superintendent at various meetings, functions, conference calls or other activities, as requested.

Develops strategic plans; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of strategic plans.

Serves in an advisory capacity and provides technical expertise, information and assistance to the County Superintendent, Cabinet, and others regarding grant status, partnerships, projects, and related matters; recommends proper organization structure for assigned programs and functions.

Provides leadership for various fund and grant development, planning and implementation activities; conducts negotiations for contract services; assists with development and coordination of contract work within the office.

Oversees, coordinates, and manages the creation of professional development and technical assistance for programs and LEAs across the State; conducts training programs on a variety of subjects related to grants.

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.

Develops and prepares the annual preliminary department budget; controls and authorizes expenditures in accordance with established limitations.

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 AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies including OMB Circulars.
Grant funding and programs to support the strategic objectives of the County Office.
Research planning, design, methodology and analysis including quantitative analysis.
Principles, theories, techniques, and methods of descriptive and inferential statistics.
Grant management practices in public agencies.
County Office programs to facilitate resource development.
Principles and practices of individual giving.
Program building, funding, grant writing, operations, and project sustainability.
Grant writing, reporting, and post-award operational compliance techniques and practices.
Planning, organization, and direction of the special projects of the County Office.
County Office programs and operations.
Federal and State educational policy issues.
Federal, State, and local political processes/concerns.
Applicable laws, codes, regulations, policies, and procedures.
Research and evaluation design and procedures.
Contract development.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Interpersonal skills using tact, patience, and courtesy.
Engaging and managing partnerships, teams, and people.
Operation of a computer and assigned software.
Principles of equity, diversity, inclusion, and partnership.

ABILITY TO:

Plan, organize, control and direct grants, partnerships and priority special projects of the County Superintendent.
Set and revise processes, policies, and procedures while building stakeholder support.
Oversee and/or deliver training and technical assistance to staff on grants, partnerships, and operational compliance.
Serve in an advisory capacity to the County Superintendent, Board of Education, County Office personnel and public officials.
Assist with coordination and negotiation with contract clients.
Develop and monitor grant implementation.
Oversee strategies in planning, implementing, and administering major gift solicitations.

Direct and evaluate the performance of assigned staff.
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 timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Commitment to promoting and supporting an environment of equity, diversity, inclusion, and partnership.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree from an accredited college or university in public administration, research and development, educational planning, or related field, or equivalent, and seven years of increasingly responsible and complex work experience directly relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Eligible for a California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by the Personnel Commission: April 10, 2019

Revised: 2/9/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 2/9/22