

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: FUNDING SERVICES SPECIALIST

BASIC FUNCTION:

Assist a Principal with administrative components of the total school program; supervise non-academic staff as assigned; coordinate and implement component management systems for the program; consult government agencies and private foundations for contracts and quarterly, annual and special reports; maintain effective working relationships cross-program; communicate with community, parents and funding sources; maintain public relations with county, State and national agencies and organizations.

REPRESENTATIVE DUTIES:

- Assist the Principal with administrative components of a program implementing new components, in fulfilling budgetary obligations; serve as a resource and research person for available grants, funds and federal monies; assist supervisor in State and federal grant and proposal writing.
- Assure fund raising requirements; type proposals, contracts and letters; print brochures and related resource materials for dissemination locally and throughout the United States.
- Maintain accounting and bookkeeping requirements and procedures including revisions and amendments of budgets, preparation of annual budgets, ordering and receiving, and quarterly, annual and special reports for each component of the program.
- Supervise and evaluate component support personnel; collect monies, fees and monthly billing statements.
- Participate in public relations and funding-related presentations at conferences and meetings in the community and Statewide.
- Serve as the resource contact for the assigned program in the dissemination of statistics, information and program planning on a State and national level.
- Assure conference travel accommodations and plans are expedited.
- Conduct tours and presentations at the assigned facility for visitors, including Nursing Schools, community agencies, school personnel, government officials from local, State and national programs.
- Supervise personnel and acts as liaison for bi-weekly payroll reporting and distribution of checks for total program staff.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Community, school, government and national programs.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

KNOWLEDGE OF - continued:

- Policies and objectives of assigned program and activities.
- Laws, rules and regulations related to assigned activities.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Budget preparation and control.

ABILITY TO:

- Assist a Principal with administrative components of the total school program.
- Coordinate and implement component management systems for the program.
- Consult government agencies and private foundations for contracts and quarterly, annual and special reports.
- Maintain effective working relationships cross-program.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Maintain records and prepare reports.
- Train, supervise and evaluate personnel.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level courses in business administration or a related field and three years general clerical and bookkeeping experience.