



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR FUNDING SERVICES
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 3
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8602
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assists administratively with non-academic components of the program and is responsible for supervision of non-academic staffs and components. Coordinates and implements component management systems for the program components; is responsible to the government agencies and private foundations for all contracts and quarterly, annual and special reports; maintains good relationships cross-program; serves as a communication link with community, parents, and funding sources as assigned. Maintains positive public relations/communication with county, state, and national agencies/organizations.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists administratively with the non-academic components of the program in implementing new components, in fulfilling budgetary obligations, and serves as a resource and research person for available grants, funds, and federal monies; assists in state and federal grant and proposal writing

Assumes responsibility for fundraising requirements: typing of proposals, contracts, and letters, printing of TAPP brochures, and related resource materials for dissemination locally and throughout the United States

Assumes responsibility for the program component accounting and bookkeeping requirements and procedures including revisions and amendments of budgets, preparation of budgets annually, order and receiving, and all quarterly, annual, and special reports for each component

Supervises and evaluates component support personnel in the collection of all monies, fees, and monthly billing procedures

Participates in public relations and funding-related presentations at conferences and meetings in the community and statewide

Serves as the resource contact for the TAPP program in the dissemination of statistics, information, and program planning on a state and national level

Assumes responsibility for all conference travel accommodations and plans

Conducts tours and gives presentations at the TAPP facility for visitors, i.e., Nursing Schools, community agencies, school personnel, government officials, from local, state and national programs

Supervises personnel and acts as liaison for bi-weekly payroll reporting and distribution of checks for total program staff

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of secretarial and bookkeeping experience
Excellent word processing and accounting skills
Working knowledge of community agencies and resources
Willingness to work irregular hours
Demonstrated initiative and ability to organize
Ability to handle routine administrative details independently
Effective communication skills

DESIRABLE QUALIFICATIONS
Proficiency in oral communications
Knowledge of research techniques
Experience in a diverse workplace

Footnote
Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum