



Job Classification Description

**GRANTS OFFICER/VTC
VSC UP – PAT Bargaining Unit**

**GRADE 13
Exempt**

BASIC FUNCTION:

To manage the administration of grant programs at VTC in accordance with state and federal regulations and to monitor and ensure financial accountability for grants administration.

CHARACTERISTIC DUTIES & RESPONSIBILITIES:

- Manage general College grant program compliance in coordination with grant administrators to oversee compliance with regulations and grant requirements; prepare financial reports as required by grants and the VTC Business Office; and provide other support to grant programs.
- Oversee, monitor and manage grants administration to ensure accountability and compliance with reporting requirements; research and communicate with state, federal and private agencies to manage grants administration to ensure accountability and compliance with reporting deadlines and plan for cycles and renewal applications. Assist with grant renewal applications for financial proposal information and ensure it is in compliance with VTC and VSC policies and procedures.
- Assist grant preparers with development of budgets and financial justifications; work with grant managers to identify and track matches from various sources.
- ~~Provide administrative support to the Grants Officer and the VTC Business Office.~~

