



Board of Education of the City of St. Louis  
CAREER OPPORTUNITY

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| <b>Position Title:</b>         | Director, Federal Grants Management |
| <b>Payroll/Personnel Type:</b> | 12 Month                            |
| <b>Reports to:</b>             | Chief Financial Officer             |

**Position Summary:**

This person will direct, coordinate and supervise the business and financial activities for all federal grant programs within the district. These programs include, but are not limited to, Career/Vocational, Community Education, Early Childhood, Special Education, Title programs and MOHealthNet.

**Essential Functions:**

- To implement all federal financial regulations related to NCLB and IDEA
- Be accountable to financial staff for revenue and expenditure activity for each program
- Ensure timely reporting to all monitoring agencies (ex. Final Expenditure Reports (FER), Payment Requests, EPEGS, etc.)
- Point of contact for district, state and federal auditors regarding applicable audits and monitoring (ex. Schedule of Expenditures of Federal Awards, Schedule of Selected Statistics, Maintenance of Fiscal Effort, etc.)
- Partner with the Grant Development section to monitor all district grant activity
- Liaise with state and federal agencies to ensure district fiscal compliance in all grant activities
- Communicate within the district to inform and assist with programs and services administered by the section
- Collect, analyze and interpret data for which the section is responsible
- Make decisions based upon that analysis
- Identify needs, including personnel, for the program
- Directly supervise grant analysts
- Collaborate with program directors and finance personnel to ensure successful application of all financial rules and regulations with regard to each program
- Participation in development and management of contracts with external vendors to ensure compliance with all applicable regulations, in addition to district policies, procedures and practices
- Set and follow priorities, effectively manage business time, successfully adjust to rapidly changing situations and concurrently manage multiple tasks
- Establish report and maintain effective working relationships with constituencies at all levels; work collaboratively with other district staff; communicate and express ideas effectively, both orally and in writing

**Knowledge, Skills, and Abilities:**

- Knowledge of relevant federal and state laws and regulations
- Proficient in Microsoft Office software

**Experience:**

- Five years of successful relevant work experience in administration and implementation of one or more federal grant programs (required)



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**Education:**

- Master's Degree (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

Employee \_\_\_\_\_ Date \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Human Resources \_\_\_\_\_ Date \_\_\_\_\_

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***