

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2001**

RESOURCE DEVELOPMENT PROJECT SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 13 - C

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Resource Development Project Specialist assists in the development of proposals and continuation grants and contracts, in conjunction with College personnel, for submission to external funding sources. Employees in this class also inputs data into the resource development grants database system and assists with database maintenance and running of reports.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Work collaboratively with the Resource Development Officer (RDO) and staff on grant applications and implementation assistance.

Verify and input grant application and project data accurately and timely into the resource development database system.

Create grant data reports using the resource development database system.

Edit and maintain resource development database system.

Assist RDO in developing and/or editing reports for submission to funding sources

Work with RDO to respond to correspondence and other inquiries regarding grants.

Attend departmental staff meetings to promote teaming; scans and reports government funding trends for assigned projects; participates in proposal development workshops for campus personnel.

Serve on campus committees such as screening committees, represents the College as needed to enhance proposal development.

Engage in job-related continuing education, college processes, and procedures affecting resource development.

Communicate with College wide personnel, external agency staff, and other professionals via email.

Assist with the maintenance of resource development project books and electronic share folders for grant development, management, and close-out of projects.

Perform related duties, as required or needed.

SUPERVISION RECEIVED

Supervision is received from the Director of Resource Development.

SUPERVISION EXERCISED

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Employee may act in a lead capacity.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency and at least two (2) years of related experience.

PREFERRED QUALIFICATIONS

Requires a bachelor's degree from an accredited college or university supplemented by three (3) years of experience in external funding development, management and education.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize high school algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 12/01

Revised: 12/12