

Tulare County Office of Education

: Grant Manager, Choices Program (9951)

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- grant sources, application preparation, evaluating, and monitoring;
  - subject matter commonly associated with prevention services, particularly in the area of youth development, public health and environmental prevention;
  - modern office procedures and equipment;
  - research techniques, strategies, and procedures;
  - budget preparation and management;
  - TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior;
  - proper English grammar, punctuation, and sentence structure.
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- provide support in the coordination and development of creative and innovative programs and projects;
  - analyze, evaluate and assess the programs;
  - plan, organize and develop research and survey techniques;
  - participate in the evaluation and assessment of the program;
  - effectively serve as a resource to administrative and programmatic personnel and sub-contractors;
  - communicate effectively in oral and written English;
  - understand and carry out oral and written directions with minimal supervisory control;
  - evaluate staff for program purpose;
  - meet deadlines;
  - work a schedule that includes occasional evenings and weekends;
  - travel in- and out-of-county using own vehicle.