The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/06/26
CLOSE: 11/20/26

EXEMPT ____
NON-EXEMPT _X_

POSITION DESCRIPTION

POSITION: **GRANT SPECIALIST**

RESPONSIBLE TO: Grant Compliance Officer

SALARY: Step Range: 19-30; Full Benefits
Salary Range: $51,522 - $71,319
Hourly Range: $24.77 - $34.29

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribes Administration
501 S. Chiloquin Blvd
Chiloquin, Oregon 97624

BACKGROUND: N/A

POSITION OBJECTIVES

Performs grant development and administration work involving preparing, maintaining, and reporting of grants; evaluating grant applications to determine appropriateness of grant or compliance with requirements and standards; monitoring grant awards; and serving as a liaison between funding sources and Tribal, Federal, State and local governments.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists with research and identifies sources of external funds and creates or develops proposals to secure funds for new grant opportunities and grant renewal opportunities.

2. At request of Grant Compliance Officer, prepare work plans and timelines to ensure submission of grant applications and maintain grant files and databases to ensure program reports are made in a timely manner.

3. Assist with interpretation of policies, rules, or regulations and assist the Grant Compliance Officer with information on grant administration, compliance, policies, and procedures; and resolve related issues and concerns. Ensures departments are in compliance with conditions of grants by monitoring and analyzing agreements, contracts, expenses, activities, and federal and state regulations. Works closely with Grant Compliance Officer, Finance and granting agency program staff.

4. Reviews submitted grant applications and assists in determining an applicant's eligibility for award based on established criteria. Set up electronic and hard copy grant files from inception to completion or close of grant.

5. Analyzes project costs and prepares budget justifications and budget revisions with department staff for awarded grants in accordance with Finance procedures and guidance.

6. At the direction of the Grant Compliance Officer, serves as a liaison between Tribal departments, Tribal Administration, Tribal Council and federal, state and local grant funding sources by attending meetings, responding to information requests, and resolving issues between parties involved.

7. Maintains files and records and prepares reports related to grants issued and or received. Manage the grant files in hard copy folders and in computerized folders. Label and maintain folders in a standard method. Set up and maintain a tickler file and whiteboard to track timelines for grants, contracts, and agreements through the Administrative Review Team (ART) and Tribal Council review. Type and reproduce a variety of documents from handwritten or rough copy. Responsibilities will include proper assembly, arrangement, grammar, and spelling. Prepare intermediate drafts and update forms and procedures, as requested.

8. Develop and amend grant awards, including grants awarded to sub-recipients. Work closely with the grant writers.

9. Manage log sheets and grant files of new and existing grants, agreements, and other time-sensitive documents; log sheets must be kept current and include all information.

10. Must develop and maintain close working relationships with Department Directors/staff, the Chief Executive Officer, Administrative Officer, Human Resources, Finance staff, and Tribal Council and their staff.

11. At the direction of the Grant Compliance Officer, schedule, lead, and attend in-person meetings, virtual meetings, Post Award Conferences, and trainings. Will be required to take

notes and/or prepare summary reports. In the absence of the Grant Compliance Officer, will be required to take the lead on meetings, post-award conferences, and trainings.

12. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Grant Specialist is directly supervised by the Grant Compliance Officer. This position is expected to work independently using prior experience and judgment to ensure that duties and responsibilities are carried out promptly and that policies and procedures are followed. The individual must perform work independently and accomplish tasks following specific procedures following established policies, procedures, practices, and priorities of the program. This includes the ability to plan and organize work using one's initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

The Supervisor outlines the overall Tribal and project objectives and priorities, timelines, and financial resources available. The employee plans and schedules recurring work, handles problems, and completes work using their own initiative, exercising judgment according to training, experience, and instructions. Work is reviewed for compliance with policy, procedures, and goal attainment.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of laws and regulations pertaining to grants and/or contract administration; business administration principles and practices; and research and budgeting processes.

Knowledge of program planning and development.

Knowledge of regulations governing office procedures sufficient to assist staff members in expediting the work of the office and implementing new procedures.

Above-average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Skill in grant preparation, development, evaluation, and monitoring; report writing; budget development; and the use of a computer and applicable software.

Good interpersonal relationship skills. The Incumbent must have the ability to meet with a variety of individuals professionally and respectfully using tact, diplomacy, and mature judgment.

Skill and ability to answer the telephone in a professional manner is a must.

Must be willing to Skill Build to develop new abilities and improve existing ones to match the evolving needs of the Grant Compliance Office and may be done through:

- Upskilling to learn additional skills or enhance existing skills to help progress in your role; or
- Reskilling through training in an entirely new set of skills due to a shift or change in the Grant Compliance Office.

Ability to interpret guidelines, policies, procedures, and regulations;

Ability to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements;

Ability to communicate effectively and professionally.

Ability to scan, file and maintain Excel, Word, and Adobe files.

Ability to maintain project documentation within the Department by using different methods for completing projects and duties in an organized, systematic, and timely manner.

Ability to establish and maintain an effective electronic and hard copy filing and records management system.

Ability to quickly learn how to use grant portals as a daily routine.

Ability to communicate orally and in writing. The Incumbent must be able to express her/himself clearly and concisely for the purposes of correspondence, reports, instructions, etc. as well as for obtaining information or conveying messages.

Ability to maintain **confidentiality** of records and information pertinent to the nature of the work. Ability and knowledge of filing, disposing, and maintaining confidential and personal information of grant and contract files at all times.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a Bachelor's Degree in Business, Finance or Accounting. *(Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to have at least five (5) years of job-related experience.

- **REQUIRED** to have a minimum of two (2) years of experience in fund accounting, including account reconciliations, expense tracking, budget monitoring, and financial reporting.

- **REQUIRED** to have experience with standard office equipment, photocopier, and scanner.

- **REQUIRED** to be proficient in the use of computers for a variety of tasks including General computing using Microsoft Office (e.g. Word, Outlook, PowerPoint, Excel, etc.)

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug-Free Workplace policy.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Knowledge of federal and state grant regulations and compliance requirements.

- Experience preparing grant proposals, monitoring expenditures, and preparing financial and programmatic reports.

- Knowledge of or prior use of accounting software packages such as Microix, Abila MIPS, or the equivalent.

- Excellent organizational, analytical, communication, and problem-solving skills.

- Ability to manage multiple projects, prioritize assignments, and meet established deadlines.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential

functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resources
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**