

GRANT WORKER C

Job Code	Pay Grade
01482	150

Nature of Work

This is work funded by grants and provides assistance to the manager or director of a specific department or departments of Pinellas County. An employee in this classification will be assigned duties in conformance with the grant. These duties and responsibilities may involve staff work or line operations. Incumbent performs work under the supervision of a responsible county official and the incumbent is evaluated based on results of tasks completed. Persons may be appointed to these positions by the Appointing Authority with the concurrence of the Director of Human Resources and without the requirement to establish and hire from an eligible register. However, each position must have a job description approved by the Appointing Authority and the Director of Human Resources. Benefits available to the employee are either outlined in the grant application or, if not so outlined, the same as those provided permanent employees. The employee will be informed of the beginning date of the employment and the anticipated date that the job will end. Any need to extend the appointment beyond the original date must be approved by the Appointing Authority with the concurrence of the Director of Human Resources. Rate of pay is established by the Appointing Authority with the concurrence of the Director of Human Resources.

Minimum Qualification Requirements

- Training, education, experience, and other credentials vary by position in order to identify one or more appropriate candidates to perform the tasks and activities relating to a grant; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Provides assistance to management in responsible professional work relating to the requirement of the grant.
- Coordinates the activities of personnel as needed within the section or department.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to perform the work as outlined in the grant application.
- Ability to receive the public with tact, patience, and courtesy.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.

For official use only

Created	EEOC Code	Overtime Code
10/11	TBD	Exempt