



Job Description

Job Title:	Grants Specialist (Grant Funded)	FLSA Status:	Exempt
Department:	Finance & Administration	Reports to:	CFO
Effective:	August 1, 2026 – Grant Completion		

PURPOSE

The Grants Specialist is responsible for the coordination, review and timely processing of Pay for Performance grant applications funded through the US Department of Labor (USDOL) and FloridaCommerce.. The job independently conducts research, prepares statistical reports and correspondence, and responds to requests for fiscal information or audit materials as appropriate. The position requires a high-level of customer relations capability and is responsible for daily interactions with applicants, sponsors and stakeholders.

DUTIES AND RESPONSIBILITIES

- Manage communications and provide technical assistance to applicants, sponsors, employers, participants, and other stakeholders regarding program requirements, eligibility, documentation standards, agreements, and payment processes.
 - Coordinate and track funding and payment agreements to ensure timely processing, execution, compliance, and maintenance of required documentation.
 - Review and evaluate applications, participant eligibility, performance outcomes, and payment requests for completeness, accuracy, contractual compliance, and eligibility for performance-based payments, and recommend approval, denial, or corrective action as appropriate.
 - Monitor and validate participant progress, performance milestones, outcome metrics, and incentive payment activity to ensure achievement of grant objectives and compliance with Pay-for-Performance requirements.
 - Maintain accurate grant, participant, performance, and payment records in applicable systems and conduct quality assurance reviews to ensure data integrity, consistency, and compliance with program requirements.
 - Compile, analyze, and prepare reports, performance data, and supporting documentation for management, monitoring activities, audits, grant reporting requirements, and program decision-making.
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- Support compliance monitoring, audits, and records reviews by researching, compiling, and providing accurate program information and documentation in accordance with applicable laws, regulations, policies, and contractual requirements.
 - Identify potential compliance risks, payment discrepancies, and fraud indicators, and assist in implementing corrective actions, internal controls, and continuous improvement strategies to strengthen program integrity and performance.
 - Performs other duties as assigned consistent with the scope, objectives, and requirements of the Pay for Performance grant and related workforce development initiatives.

QUALIFICATIONS AND WORK EXPERIENCE

- Three (3) years of experience administering or monitoring grants or public programs.
- Demonstrated proficiency in grant compliance, performance tracking, contract management, monitoring, fiscal accountability, accounts payables, and customer service.
- General knowledge of the state's talent development and workforce systems, and/or economic development and related programs.
- Proficient written and verbal communication skills along with ability to develop and maintain working relationships with internal and external stakeholders.
- Competent in the use of Microsoft Office products, including Outlook, Word, Excel, PowerPoint and Customer Relationship Management platforms (e.g., Salesforce).
- Travel as required.

EDUCATION OR CERTIFICATIONS

- Bachelor's degree in a related field or an equivalent combination of credentials, training, and experience.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing, kneeling, and bending.
- Must be able to lift up to 10 pounds at times.

Salary Range \$50,940 - \$63,677 - \$76,411

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

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