

PLANNING GRANTS ADMINISTRATOR

KIND OF WORK

Administration of planning grants to local units of government and regional advisory councils.

NATURE AND PURPOSE

The employee in this class is responsible for developing and maintaining a program of grants administration. Responsibility extends to the maintenance of internal control of project funding in order to assure the proper administration and utilization of funds.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops and communicates to local units of government and regional councils administrative procedures to be followed in the application for and use of law enforcement grants-in-aid.

Provides information to local units of government and regional councils concerning the availability and use of federal and state aids for law enforcement.

Provides technical assistance in the development of projects and project applications.

Supervises, coordinates and reviews the submittal of required reports of local units of government which receive project assistance.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the nature and function of the planning process.

Considerable knowledge of state and federal procedures regarding the administration of federal grants-in-aid.

Considerable knowledge of the structure and function of state and local units of government.

Some knowledge of the structure and function of state and local units of government.

Ability to:

Establish and maintain working relationships with federal, regional, state and local governmental officials.

Est.: 12/69
Ckd.: 11/92

T.C.:
Former Title(s):