

GRANTS SPECIALIST SENIOR

KIND OF WORK

Third level professional grants administration work.

NATURE AND PURPOSE

Under limited supervision, an employee in this class is responsible for analyzing, monitoring and assisting in administering grants which are highly complex and technical in nature. Responsibility extends to recommending the withholding of funds or other punitive actions in cases of noncompliance while general and technical guidance is received from a higher level grants administrator or other administrative employee. An employee in this class works with considerable independence of action.

The "Series-at-a-Glance" chart distinguishes Grant Specialist, Senior from the adjacent classes of Grants Specialist, Intermediate and Grants Specialist Coordinator. When work activities overlap several adjacent classes within the series, the importance, autonomy, and frequency/time spent on these activities impact the final classification decision.

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

Analyzes and comments on grant requests which are monetarily large or which are of the highly complex and technical nature to assist the planners in the evaluation process.

Conducts detailed and complex studies of the implementation and effectiveness of the large and technical grant programs to ensure project goals are obtained.

Advises grant applicants on the highly complex and technical aspects of grant applications to provide an understanding of the federal grant application process.

Approves or disapproves grantee requests for budgetary changes which are of a sensitive nature so that original goals and objectives are maintained.

Testifies before the departmental grants or policy committee and recommends appropriate action in the areas of project funding, special stipulations and grants administration so that professional advice is provided to grants committee.

Communicates departmental state and federal policies with regard to grant application and administration so that potential grantees understand the purpose and nature of the program.

Works closely with planners in the development of projects and project applications so that new areas of need are identified.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

Considerable knowledge of the structure and functions of federal, state and local units of government.

Working knowledge of the processes used in planning and budgeting.

Ability to:

Ability to establish and maintain effective working relationships with federal, regional, state and local governmental officials.

Ability to present ideas and opinions in a clear and precise manner.

Est.: 11/71
Ckd.: 11/92, 07/99

T.C.: 3/76; 8/96
Former Title(s): Planning Grants Analyst II
Planning Grants Analyst
Senior