

GRANTS SPECIALIST INTERMEDIATE

KIND OF WORK

Second level professional grants administration work.

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for the processing, analysis and monitoring of grants. Responsibility extends to contracts, review of financial reports and certification to the accounting section of funding. Responsibility includes the making of recommendations to the grants administrator or other administrative employee action to be taken relative to special conditions and termination of grants; performs related work as required. This class is differentiated from the entry level in that employees in this class are expected to both initiate and close routine grants ensuring that all federal requirements are met.

The "Series-at-a-Glance" chart distinguishes Grants Specialist, Intermediate from the adjacent classes of Grants Specialist and Grants Specialist, Senior. 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.)

Reviews and analyzes proposed grant request budgets so that they comply with federal and state requirements.

Analyzes, through performance in fiscal evaluations, the implementation of grants so that expressed grant objectives are achieved.

Monitors and analyzes grantee financial and progress reports to assure funds are properly expended.

Assist planners in writing special conditions of new grants to ensure realistic budget limitations.

Executes contracts with new grantee to ensure legal requirements are met.

Maintains liaison with federal officials in regard to changes in federal reporting and procedure changes to ensure adequate information on federal guidelines are communicated to sub-grantees.

Provides technical assistance to grantees in the development of grant applications to ensure reasonable budgets are developed.

Executes the closing of grants as required to ensure that all federal requirements for grant closings are followed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

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

Working knowledge of departmental programs and state and federal procedures regarding the administration of grant programs.

Working knowledge of the principles and procedures of accounting and budgeting.

Ability to:

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

Ability to speak and write effectively.

Est.: 3/76
Ckd.: 11/92, 07/99

T.C.: 08/96
Former Title(s): Planning Grants Analyst
Intermediate