

GRANTS SPECIALIST COORDINATOR

KIND OF WORK

Fourth level professional grants administration work.

NATURE AND PURPOSE

Under limited supervision, an employee in this class coordinates statewide grants programs by testifying as a technical expert before legislative committees and at other public forums; establishing program goals and objectives; directing the activities of consultants, project managers and other staff at all levels as they relate to the grants program; developing financial reporting systems; developing and conducting grant administration training sessions for both internal and external grant personnel; monitoring compliance of grantees; and by evaluating policies and procedures for grant administration. Performs related work as required.

The “Series-at-a-Glance” chart distinguishes Grants Specialist Coordinator from the adjacent classes of Grants Specialist, Senior and Grants Specialist Supervisor. 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.)

Responsible for budget development, monitoring and maintenance of federal and state match budgets to ensure that federal money is spent in accordance with the grant work plan.

Testifies before grant committees and at other public forums with recommendations in the area of funding, special conditions and grant administration to provide expert technical advice by analyzing and commenting on large and highly complex grant requests; by conducting detailed and complex studies of the effectiveness of grant programs.

Oversees the development of statewide grant guidelines, procedures and standards to ensure proper application and use by coordinating and revising the planning grants process; by preparing progress reports on accomplishments and results achieved; by organizing and coordinating support for policies and legislation; by establishing program goals and objectives; by coordinating activities of staff, consultants, planners, project managers, and other agencies.

Consolidates multiple planning grants activities to ensure their efficient and effective administration by integrating findings of internal/external work groups; by preparing an annual grants administration plan; coordinating multiple grants; and by developing and conducting an assessment of program activities.

Develops and monitors financial reporting systems for state, federal and other funding sources to comply with state and federal auditing and reporting requirements by preparing budgets for all grant requests, financial plans and expenditure reports; establishing accounting and documentation procedures; and by assisting granting agencies with recording procedures under grant program guidelines.

Communicates departmental, state and federal policies with regard to grant applications and administration so that potential grantees understand the purpose, nature and requirements of the program by developing and conducting workshops for grantees.

Evaluates and recommends on policies and procedures for active grants programs by representing the agency on technical and advisory committees; by identifying problem areas and developing and reviewing reports; by recommending alternative actions; by approving or disapproving grantee requests for budgetary changes.

Monitors and reports on the performance of co-workers to determine overall conformity to establish timetables and quality standards and to document and communicate employee production levels and training needs by applying departmental management and supervision guidelines and objectives; by following appropriate union contract provisions, rules and regulations; and by using interpersonal relations skills.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Planning grants administration principles, procedures and techniques and the applicable state and federal laws, rules and regulations sufficient to develop major statewide planning grants programs.

Principles and practices of planning and analysis methods sufficient to formulate study design and to coordinate and direct the work of consultants and interdisciplinary task forces.

Departmental decision making process and policies sufficient to expedite complex planning grants feasibility projects and to communicate with internal and external stakeholders.

Budgeting policies and practices sufficient to prepare or direct preparation of, review and analyze grants budgets and internal fiscal documents.

EDP principles sufficient to make use of computerized information systems and user data.

Ability to:

Evaluate information/data and develop policy and program administration recommendations sufficient to identify alternative solutions to complex issues and convey them to a diverse audience.

Write, edit and organize material from a variety of sources sufficient to prepare comprehensive report narratives and oral presentations.

Analyze fiscal reports for adherence and conformance to federal laws, state statutes, and departmental policies.

Prepare and interpret complex fiscal reports and records, recognize problems and effect solutions.

Direct work activities of co-workers and monitor and report on work performance.

Establish and maintain effective working relationships with public officials sufficient to achieve relevant departmental objectives and implement the planning grants process.

Est.: 07/81

Rev.: 11/93

Chk: 07/99

T.C.: 08/90; 08/96

Former Title(s): Grants Program
Coordinator

Planning Grants
Coordinator