

GRANTS MANAGEMENT SPECIALIST 1**Nature of Work**

Under moderate supervision, performs full-performance level work preparing and reviewing grant applications and ensuring regulations are followed or assisting grant recipients with the applications and funding procedures to insure project is initiated within required time frames. Performs related work as required.

Distinguishing Characteristics

The Grants Management Specialist 2 is distinguished from the Grants Management Specialist 1 level by the complexity of the grants administered and the responsibility for assigning and coordinating work or other employees in an supervisory capacity.

Examples of Work

- Coordinates or facilitates federal or state grant funding programs for projects in public transportation, historic preservation, the arts and humanities, health, clean water, natural resources or recreation.
- Reviews financial and test documents and guides and assists grantees with preparation of grant applications and revisions and amendments thereto, and applications for grant or loan share funding assistance.
- Assists grantees with land acquisitions, rights-of-way easements and condemnations, through aid to grantees' bond counsel, attorneys, consulting engineering firms, accountants, and landowners.
- Assists the grantee in obtaining local share funding by directing contacts (to secure best rate while considering inflationary spiral for loan docket in maximum percent allowable) through investment bankers, attorneys, accountants, and share fund government agencies.
- May attend and assist with pre-grant management meetings, pre-bid hearings, preconstruction conferences and public hearings.
- Monitors grantees for compliance with applicable guidelines and regulations; audits financial records for proper expenditures; monitors programs to ensure that appropriate target groups are served; writes reports documenting events for case file and supervisor.
- Manages grants or assists grant applicants by making regular contact with grantees by telephone, correspondence and in person to provide information and technical assistance; reviews monthly fiscal and progress reports; maintains files.

GRANTS MANAGEMENT SPECIALIST 1 (CONT'D)**Examples of Work (cont'd)**

- Provides assistance in completing grants after reviewing proposals or applications, recommends approval or disapproval.
- Reads and researches current literature and regulations to answer questions from grantees and their representatives regarding grant conditions and allowable procedures.
- Assists in meeting Public Service Commission requirements by monitoring rate hearing proceedings and testifying, as required, to secure rate approvals.
- Coordinates projects with other state and federal funding agencies.
- Monitors construction activities and progress to ensure compliance with grant requirements and may make recommendations regarding grant termination or acceleration of project schedules.
- May prepare grant award documents or conduct on-site reviews.
- Manages grant funds; develops and reviews budgets; monitors account budgets; approves expenditures and disbursement of funds or disburses funds.
- Arranges ground breaking and dedication ceremonies (including invitation of appropriate dignitaries), and press coverage, and news releases.
- May supervise clerical employees.

Knowledge, Skills and Abilities

- Knowledge of generally accepted accounting theories, principles, methods, practices and terminology.
- Knowledge of state and federal grant procedures and reports.
- Knowledge of fundamentals of budgeting and accounting as applied to public administration.
- Knowledge of procedures for initiation, development, accomplishment and evaluation of public programs or services.
- Knowledge of business procedures.
- Knowledge of statistical survey methodology.
- Skill in oral and written communications.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret and explain laws, rules and regulations.
- Ability to maintain a favorable working relationship with a wide variety of professional and voluntary groups.
- Ability to learn and retain information pertaining to grant guidelines, procedures, preparation, submittals, record-keeping and reporting.

GRANTS MANAGEMENT SPECIALIST 1 (CONT'D.)

KNOWLEDGE, SKILLS AND ABILITIES (cont'd.)

Ability to establish good public relations and solve problems for negotiating contracts and agreements.

Ability to review grant applications and financial records.

Ability to prepare written reports pertaining to financial status and progress in a clear, concise form.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university with a major in business or public administration, economics, finance, business management or accounting or related areas.

SUBSTITUTION Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

EXPERIENCE One year of full-time or equivalent part-time paid experience in grants management or public funds administration.

SUBSTITUTION Master's degree in business or public administration, economics, finance, business management, accounting, or a closely related field, from an accredited college or university, may be substituted for the required experience.

Established: 10/16/90
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