

GRANTS MANAGEMENT SPECIALIST 2**Nature of Work**

Under general supervision, performs advanced level work preparing and reviewing grant applications and ensuring regulations are followed or assisting grant recipients with the application and funding procedures to insure project is initiated within required time frames. Assigns and coordinates work of subordinates and interprets regulations in unusual or difficult cases. 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 of other employees in an supervisory capacity.

Examples of Work

- Trains and supervises technical and clerical support personnel.
- Coordinates, implements, facilitates or manages federal and state grant funding programs for projects in public transportation, historic preservation, the arts and humanities, health, clean water, natural resources or recreation.
- Performs final agency administrative review of grants and subagreements, contract and bid documents.
- Reviews financial and test documents; and assists grantees with preparation of grant applications, revisions and amendments, and applications for grant or loan share funding assistance.
- Provides grantees with assistance regarding problems 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 dockets within maximum percent allowable) through investment bankers, attorneys, accountants, and share fund government agencies.
- May attend or conduct pre-grant management meetings, pre-bid hearings, pre-construction conferences, and public hearings.

GRANTS MANAGEMENT SPECIALIST 2 (CONT'D)**Examples of Work (cont'd)**

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 and reviews reports documenting events for case file.

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.

Reads, researches, and interprets 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), press coverage, and new releases.

Knowledge, Skills and Abilities

Knowledge of generally accepted accounting theories, principles, methods, practices and terminology.

Knowledge of state and federal grants procedures and reports.

Knowledge of fundamentals of budgeting and accounting as applied to public administration.

Knowledge of principles and practices of personnel management and Division of Personnel Rules and Regulations.

Knowledge of procedures for initiation, development, accomplishment and evaluation of public programs or services.

Knowledge of business procedures.

GRANTS MANAGEMENT SPECIALIST 2 (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

- Knowledge of the area of assignment such as public transportation, historic preservation, the arts and humanities, health, clean water, natural resources or recreation.
- Knowledge of the state procurement and bidding procedures.
- 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.
- Ability to establish good public relations and solve problems in negotiating contracts and agreements.
- Ability to review grant applications and financial records.
- Ability to keep accurate records and to prepare written reports pertaining to financial status and progress in a clear, concise form.
- Ability to supervise employees, assign duties and assess performance.
- Ability to issue and follow oral and written instructions and exercise sound judgment.

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** Two years of full-time or equivalent part-time paid experience in grants management or public funds administration.

GRANTS MANAGEMENT SPECIALIST 2 (CONT'D)

Minimum Qualifications (cont'd.)

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, maybe substituted for one year of the required experience.

Established: 10/16/90
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