GRANTS SPECIALIST – ADVANCED Position Number:

POSITION SUMMARY

This position is in the Division of Enterprise Operations under the general supervision of the Division Administrator. This position performs program management, program planning, monitoring and evaluation, policy and procedure development. The position provides recommendations to the Division Administrator on policies and procedures related to funds allocated to the State under the Volkswagen Environmental Trust Mitigation Settlement agreement and other complex grant programs assigned to the Division. The position will be responsible for a variety of high level tasks including fiscal management of grant activities, policy and data analysis and interpretation of federal and state laws, regulations and policies. The position provides technical assistance and outreach to eligible grant recipients on submission of grant applications and monitors and reports on the use of grant funds.

GOALS AND WORKER ACTIVITES

40% A. RESEARCH, DEVELOP AND MANAGE GRANT PROGRAMS

A1. Research laws, policies and procedures, and history of complex grant programs assigned to the Division.

A2. Research eligibility of applicants and demand for grant programs assigned to the Division.

A3. Develop policies and procedures, including application materials, for the selection of grant applications.

A4. Develop and implement policy changes to grant programs and application processes as necessary.

A5. Provide technical assistance to applicants on eligibility requirements and the application process.

30% B. MANAGE GRANT APPLICATION PROCESS

B1. Review complex grant applications to ensure eligibility and qualifications.

B2. Evaluate grant applications against criteria and/or oversee grant review committees as necessary to determine grant awards.

B3. Develop and administer complex grant agreements in consultation with DOA Legal.

B4. Monitor grantees to ensure program compliance.

B5. Maintain fiscal information and develop reports to ensure grant requirements are met.

10% C. MONITOR GRANTEES, MAINTAIN RECORDS, PERFORM ANALYSES AND DEVELOP REPORTS.

C1. Develop data systems to track use of grant funds and maintain records as required by law, contract or policy.

C2. Monitor and evaluate grantees to ensure complex grant requirements are met.

C3. Prepare and submit reports as required by law, contract or policy.

C4. Analyze grant and program performance and report to the Division Administrator, grant funding entities and others as required.

10% D. PARTICIPATE IN TASK GROUPS AND SPECIAL PROJECTS

D1. Participate in department and statewide task groups and/or provide ongoing staff support by furnishing reports and other information as requested.

D2. Participate in or lead various work groups associated with the development and implementation of grant programs.

10% E. PERFORM OTHER DUTIES AS ASSIGNED

E1. Assist and/or participate in division and/or other activities.

E2. Develop reports and prepare presentations and other information as needed.

E3. Perform other duties as assigned.

<u>KNOWLEDGE, SKILLS, AND ABILITIES</u>

1. Knowledge of grant administration policies and procedures.
2. Knowledge of program planning principles.
3. Ability to interpret state and federal laws, policies and procedures
4. Effective interpersonal skills, including conflict resolution.
5. Professional communications, both written and verbal, including formal presentations, mediation and collaborative effort techniques.
6. Advanced skill level using Microsoft Word and Excel to develop policies and procedures, analyze data and monitor a grant program.
7. Excellent organizational skills and attention to detail.
8. Analytical and research skills.