Grant Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
GRANT SPECIALIST I	1919	B17	$42,976 - $64,469
GRANT SPECIALIST II	1920	B19	$48,244 - $76,028
GRANT SPECIALIST III	1921	B21	$54,278 - $87,046
GRANT SPECIALIST IV	1922	B23	$61,184 - $99,658
GRANT SPECIALIST V	1923	B25	$69,572 - $114,099

GENERAL DESCRIPTION

Performs grant development and administration work involving preparing, maintaining, and reporting of grants; evaluating grant applications to determine appropriateness of grant or compliance with requirements and standards; monitoring grant awards; and serving as a liaison between funding sources and the state or federal government.

EXAMPLES OF WORK PERFORMED

Researches and identifies sources of external funds and creates or develops proposals to secure funds for new grant opportunities and grant renewal opportunities.

Prepares work plans and timelines to ensure submission of state or federal grant applications and program reports in a timely manner.

Interprets policies, rules, or regulations; provides guidance to staff and the community regarding grant administration, compliance, policies, and procedures; and resolves related issues and concerns.

Ensures grantees' compliance with conditions of grants by monitoring and analyzing agreements, contracts, expenses, activities, and federal and state regulations.

Reviews submitted grant applications and assists in determining an applicant's eligibility for award based on established criteria.

Analyzes project costs and prepares budget justifications and budget revisions for awarded grants.

Serves as a liaison between the agency, the State, and grant funding sources by attending meetings, responding to information requests, and resolving issues between parties involved.

Maintains files and records and prepares reports related to grants issued and or received.

Develops and amends grant contracts, including grant contracts awarded to sub-recipients.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey levels include the level of independence in performing the work, the complexity of the work, and may include the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

GRANT SPECIALIST I: Performs routine (journey-level) grant development and administration work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also assist other staff in performing job duties of greater complexity.

GRANT SPECIALIST II: Performs complex (journey-level) grant development and administration work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist other staff in performing job duties of greater complexity. Employees may:

- Prepare grant closeout materials.
- Prepare letters of intent and grant applications.

***Note**: A senior-level employee (levels III-V) may serve in a lead or supervisory role; however, typically supervisory responsibilities within this job classification series will be found at levels IV or V. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size, complexity, and number of grants managed, and the employee's related experience, education, and certifications.*

GRANT SPECIALIST III: Performs highly complex (senior-level) grant development, coordination, and administration work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop policies, rules, or regulations; coordinate guidance provided to staff and the community regarding grant administration, compliance, policies, and procedures; and resolve related issues and concerns.
- Initiate and coordinate cross-functional work groups composed of internal and external stakeholders to develop program objectives, work plans, and budgets.

GRANT SPECIALIST IV: Performs advanced (senior-level) grant development, coordination, and administration work. Works under minimal supervision, with considerable latitude for the

use of initiative and independent judgment. Employees at this level may fully perform the most complex grant management work and may:

- Develop and implement procedures for activity development and determine grant worthiness.
- Monitor the implementation, management, evaluation, and close-out of grants according to rules and regulations.

GRANT SPECIALIST V: Performs highly advanced (senior-level) grant development, coordination, and administration work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may also:

- Monitor and analyze grant work budgets to determine spending trends, areas of concern, and the general outlook of the grant.
- Develop requirements for grant programs and create grant applications that may be awarded by the grantor agency.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of laws and regulations pertaining to grants and/or contract administration; business administration principles and practices; and research and budgeting processes.

- Skill in grant preparation, development, evaluation, and monitoring; report writing; budget development and monitoring; and the use of a computer and applicable software.

- Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; and to communicate effectively.

Additional for Grant Specialist III – V levels

- Knowledge of program planning and development.

- Ability to oversee and/or supervise the work of others.