



Grant Coordinator II

Salary Group: B20

Class Code: 1921

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
GRANT COORDINATOR I	1920	B18	\$39,521 - \$64,449
GRANT COORDINATOR II	1921	B20	\$45,158 - \$73,788
GRANT COORDINATOR III	1922	B22	\$51,614 - \$84,479
GRANT COORDINATOR IV	1923	B24	\$59,004 - \$96,720

GENERAL DESCRIPTION

Performs highly complex (senior-level) grant development, coordination, and administration work. Work involves coordinating, reviewing, evaluating, and reporting of grants at various stages to determine appropriateness of grant or compliance with requirements and standards; and serving as a liaison between funding sources and the state or federal government. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Coordinates and/or analyzes project costs and prepares budget justifications and budget revisions for awarded grants.

Coordinates and/or maintains files and records and prepares reports related to grant activities for grants issued and received.

Coordinates and approves work plans and time lines to ensure submission of state or federal grant applications and program reports in a timely manner.

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

Ensures a grantee's compliance with conditions of grants by coordinating agreements, contracts, expenses, activities, and federal and state regulations.

Prepares and reviews grant closeout materials.

Reviews project costs and approves budget justifications and budget revisions for awarded grants.

Reviews letters of intent and grant applications.

Reviews submitted grant applications and determines the applicant's eligibility for award based on established criteria.

Initiates and coordinates cross-functional work groups composed of internal and external stakeholders to develop program objectives, work plans, and budgets.

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.

Assists in the development of requirements for grant programs and in the creation of grant applications that may be awarded by the grantor agency.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the administration, development, coordination, and monitoring of grants. Graduation from an accredited four-year college or university with major coursework in public administration, business administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Skill in grant preparation, development, evaluation, and monitoring; in report writing; in budget development and monitoring; and in 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; to communicate effectively; and to supervise the work of others.