



Grant Coordinator IV

Salary Group: B24

Class Code: 1923

<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 advanced (senior-level) grant development, coordination, and administration work. Work involves overseeing the preparation, coordination, maintenance, and reporting of grants; monitoring grant awards; and serving as a liaison between funding sources and the state and the federal government. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and/or participates in cross-functional work groups composed of internal and external stakeholders to develop program objectives, work plans, budgets, and other related financial details of grant applications.

Oversees, evaluates, and approves work plans and time lines to ensure submission of federal grant applications and program reports in a timely manner.

Oversees the coordination, research, and identification of sources of external funds and the creation of proposals to secure funds for new grant opportunities and grant renewal opportunities.

Oversees and/or develops and implements procedures for activity development and the determination of grant worthiness.

Oversees and/or reviews submitted grant applications and the applicant's eligibility for award based on established criteria.

Oversees and/or reviews letters of intent and grant applications.

Monitors and analyzes grant work budgets to determine spending trends, areas of concern, and the general outlook of the grant.

Monitors the implementation, management, evaluation, and close-out of grants according to rules and regulations.

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

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

Provides guidance and assistance to staff and the community regarding grant administration, policies, and procedures and resolves related issues and concerns.

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.

Develops requirements for grant programs and creates grant applications that may be awarded by the grantor agency.

May develop, update, and maintain contract shells for various types of grants.

May lead quality assurance and control activities to ensure compliance of grantees with conditions of grants.

May coordinate responses to documentation requests as part of compliance or financial audits.

May administer processes for distribution of third-party grants to other entities for performing program services including amendments as necessary.

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 contract administration; of research and budgeting processes; of business administration principles and practices, including financial management and accounting; and of program planning and development.

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 contracts; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; to communicate effectively; and to supervise the work of others.