

GRANTS SPECIALIST SUPERVISOR

KIND OF WORK

Professional and supervisory grants administration work.

NATURE AND PURPOSE

Under administrative direction, an employee in this class performs supervisory responsibilities and is responsible for analyzing and monitoring grants which are highly complex and technical in nature. Recommends corrective or punitive action in cases of non-compliance. Develops and administers financial management training sessions for grant personnel. Promotes grants before grant committees, commission meetings, and other forums. Ensures compliance requirements for all agency grants in one or more of the following programs: affirmative action, relocation assistance, environmental protection and historic site preservation, and freedom of information, security and privacy. An employee in this class performs or effectively recommends most of the following supervisory tasks: assess qualifications and hire employees; assigns employees to work units; assigns job duties; evaluates employee performance and reward/discipline/etc.; mediates/adjusts grievances; directs the writing of position descriptions; and administers applicable labor contracts.

The "Series-at-a-Glance" chart distinguishes Grant Specialist Supervisor from the adjacent class of Grants Specialist Coordinator. When work activities overlap several adjacent classes within the series, the importance, autonomy, and frequency/time spent on these activities impact the final classification decision.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises a group of employees engaged in grants activities.

Analyzes and comments on large, technical and highly complex grant requests.

Conducts detailed and complex studies of the implementation and effectiveness of grant programs to ensure that project goals are obtained.

Advises grant applicants on the highly complex and technical aspects of grant applications to provide an understanding of the grant application process.

Approves or disapproves grantee requests for budgetary changes so that original goals and objectives are maintained.

Testifies before grant committees, commission meetings, and other forums with recommendations in the area of funding, special conditions, and grant administration so that appropriate advice is provided to the grants committee.

Communicates departmental, state and federal policies with regard to grant applications and administration so that potential grantees understand the purpose and nature of the program.

Conducts financial management classes for project personnel so that grant personnel are familiar with the special federal requirements.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Departmental plans and programs and federal and state procedures regarding administration of grants-in-aid.

The structure and functions of federal, state, and local units of government.

The planning and budgeting process.

Ability to:

Establish and maintain effective relationships with federal, state, regional and local governmental officials.

Present programs, ideas and opinions in a clear and concise manner.

Supervise other professional level Planning Grants Analyst engaged in specialized grants-in-aid programs.

Est.: 3/76
Rev.: 2/82
Chk: 07/99

T.C.: 08/96
Former Title(s): Planning Grants Analyst,
Principal