

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Grant Coordinator 1		Class Code: 002TF1
	FLSA Status: Exempt	Salary Schedule: PAT 1	Effective Date:
	Summary Incumbent serves as a senior level worker and administrative expert in a grants administration unit covering different and varying grants affiliated with a major agency. Incumbent provides administrative interpretation pertinent to the grant application process, resource information on grants and aid applicable to each program area and administrative assistance in the grant application process.		

Duties:

- Coordinates work of lower-level workers, assisting in complex or unusual situations;
- Makes recommendations to upper-level management or commissions on interpretations of grant regulations and application procedures and on section or unit objectives frequently considering impact of alternative interpretations on major programs orders and agency policy;
- Provides resource information to potential recipients on types of grants available, federal and agency requirements for obtaining grants and process of applying for grants frequently solving new or unprecedented problems or considerations;
- Reviews request for fulfillment of program objectives and federal and agency requirements and policy;
- Assists potential recipients in the grant application process making recommendations on possible changes if needed and frequently writing and/or reviewing grant applications;
- Makes recommendations to supervisors and granting authority on needs of potential recipients;
- Reviews existing grants examining fulfillment of federal and agency requirements and grant objectives;
- Researches new grants available and new and existing regulations for use in assisting and reviewing grant application recipients;
- Performs related work required.

Job Requirements:

- Broad knowledge of grants, the grant application process and rules and regulations pertaining to grants applicable to assigned programs;
- Extensive knowledge of programs, program planning, public administration and the political system as they relate to the grant process;
- Ability to interpret and apply grant rules, regulations and procedures;
- Ability to research new procedures, rules and regulations;
- Ability to communicate, orally and in writing.

Difficulty of Work:

Incumbent interprets and adapts guidelines to many different program areas within a major agency frequently involving unprecedented situations. Incumbent uses extensive judgment in applying guidelines to complex situations and in considering impact of alternative solutions involving broad program recommendations and applicable regulation interpretation.

Responsibility:

Incumbent makes recommendations and decisions concerning program planning and administration and grant rules, regulations and procedures interpretations frequently reporting to a policy making board. Incumbent makes decisions and recommendations in policy application and grant rules and regulations applications to specific cases working highly independently. Decisions and recommendations are reviewed by a policy-making authority for attainment of general objectives and compliance with agency policy.

Personal Work Relationships:

Incumbent is in contact with other governmental units and private citizens for the purpose of explaining or interpreting the grant process and to write or review grant applications.