

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Grant Coordinator 2		Class Code: 002TF2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 12-12-14
	Summary Incumbent serves as a senior level worker in the grants section of a major agency under upper-level agency supervision providing resource information on grants and aid applicable to many different programs covered by one or more divisions of an agency and providing 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 on interpretations of grant regulations and application procedures and on section or unit objectives;
- 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 duties as required.

Job Requirements:

- Thorough 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;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Incumbent assists in interpreting and adapting guidelines to many different program areas covered by one or more divisions of an agency involving many complex and significant variables such as different general and specific program objectives and applicable grants and grant procedures. Incumbent also uses judgment in applying and communicating pertinent grant procedures, rules and regulations to specific cases within programs which involve many variables such as program involved, applicable rules and type of grant available.

Responsibility:

Incumbent makes recommendations on rules and regulation interpretations and on various actions applicable to specific programs such as recommendations on program changes to recipient and on actual program needs to grantor. Incumbent works independently as a senior level worker. Decisions and recommendations are reviewed for attainment of section objectives and compliance with granting regulations.

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.