

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Grant Coordinator 3		<b>Class Code:</b> 002TF3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> PAT 3	<b>Effective Date:</b> 12-12-14
	<b>Summary</b> Incumbent serves at the working level in the grants section under higher-level grants coordinator 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:**

- 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;
- Makes recommendations to supervisors on interpretations of grant rules and regulations;
- 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:**

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

**Difficulty of Work:**

Incumbent uses judgment in applying and communicating pertinent grant procedures, rules and regulations to specific cases within assigned programs. Assigned programs are broad in scope involving many variables such as objectives involved, applicable rules and type of grant available.

**Responsibility:**

Incumbent works independently referring problems or unusual cases to supervisors if needed. Incumbent makes decisions in determining applicable procedure and makes recommendations to supervisor such as needs of applicant. Work is reviewed for soundness of judgment and general technical adequacy upon completion.

**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.