

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Grant Coordinator E7		Class Code: 00ETC7
	FLSA Status: Exempt	Salary Schedule: ESM 7	Effective Date: 12-12-14
	Summary Incumbent serves as the manager of a grants department covering different and varying grants affiliated with a major agency. Incumbent oversees post-award management of competitive and formula-driven federal funding streams through accurate and efficient processing, expending, accounting, reporting and auditing of grant funds.		

Duties:

- Provides daily management and oversight of grants management staff, ensuring accuracy in performance and operation effectiveness.
- Interprets grant regulations and application procedures and on section or unit objectives frequently considering impact of alternative interpretations on major programs orders and agency policy;
- Develop and implement internal controls to minimize and correct audit findings.
- Utilize necessary federal grants management software in the management, maintenance, modification and reporting of grant dollars.
- 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;
- Represent the grants department in responding to agency grants management needs, initiating appropriate responses and overseeing intra-agency communications.
- Assists potential recipients in the grant application process making recommendations on possible changes if needed and frequently writing and/or reviewing grant applications;
- 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 interprets and adapts guidelines to many different program areas within a major agency frequently involving unprecedented situations. Incumbent uses extensive judgment to direct, through subordinate personnel, in applying guidelines to complex situations and in considering impact of alternative solutions involving broad program policy and applicable regulation interpretation.

Responsibility:

The incumbent advises the Appointing Authority on all matters pertaining to agency decisions concerning program planning and administration and grant rules, regulations and procedures interpretations. Incumbent makes decisions 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.