

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Grants Coordinator

SERIES NUMBER

6316

MAJOR AGENCIES

All Agencies

EFFECTIVE

09/22/2013

SERIES PURPOSE

The purpose of the grants coordinator occupation is to monitor agency participation in & utilization of grant funding programs.

At the lowest level, incumbents prepare & process grant applications.

At the highest level, incumbents direct departmental grant programs & supervise grants coordinators &/or other support staff.

JOB TITLE

Grants Coordinator 1

JOB CODE

63161

PAY GRADE

28

EFFECTIVE

03/26/1990

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of contract & grant preparation & accounting in order to prepare & process grant applications & related documents & monitor expenditures of funds.

JOB TITLE

Grants Coordinator 2

JOB CODE

63162

PAY GRADE

30

EFFECTIVE

03/26/1990

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of contract & grant preparation & accounting in order to monitor agency participation in grant programs or monitor endowment of funds to qualified participants for adherence to contract/program rules & regulations.

JOB TITLE

Grants Administrator

JOB CODE

63165

PAY GRADE

13

EFFECTIVE

09/22/2013

CLASS CONCEPT

The supervisory level class works under general direction & requires thorough knowledge of contract & grant preparation & accounting in order to administer departmental grants programs & supervise grants coordinators &/or clerical support staff in grants processing & compliance activities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Grants Coordinator 1	63161	14	03/26/1990	28

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares, reviews & processes grant applications, prepares & assembles supplemental data & tracks grant through approval process.

Sets up grant account ledgers & records disbursement of funds; conducts monthly/quarterly audits of expenditure reports on grant projects/programs; reviews & adjusts budgets.

Provides assistance to program/project personnel regarding funding sources & requirements; explains rules & regulations to be followed to ensure grant compliance.

Prepares required activity reports (e.g., semi-annual, annual, final) for submission to granting entity.

MAJOR WORKER CHARACTERISTICS

Knowledge of proposal writing or contract & grant preparation; accounting; budgeting; public relations*. Skill in operation of personal computer*. Ability to gather, collate & classify information according to established methods; calculate fractions, decimals & percentages.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

3 courses or 9 mos. exp. in contract & grant preparation or in proposal writing; 1 course or 3 mos. exp. in accounting.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require overnight travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Grants Coordinator 2	63162	14	03/26/1990	30

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

- Coordinates & monitors agency's participation in grant programs or coordinates & monitors agency endowment program.
- Writes project proposals for submission to granting agencies; monitors applications through approval process; negotiates final contract with granting agency.
- Plans & develops policies & programs; determines priorities; establishes grant monitoring processing systems.
- Provides technical assistance & guidance to department administrators & project directors; conducts training programs on regulations & requirements, application procedures & project administration.
- Monitors & evaluates grant projects to assure adherence to standards; conducts on-site inspections of project areas.
- Monitors work of clerical, professional & administrative employees involved in grants projects when assigned.

MAJOR WORKER CHARACTERISTICS

Knowledge of supervisory principles/techniques*; public relations; contract & grant preparation; accounting; budgeting. Skill in operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; gather, collate & classify information about data, people or things; calculate fractions, decimals & percentages.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

3 courses or 9 mos. exp. in contract & grant preparation; 3 courses or 9 mos. exp. in accounting; 3 mos. trg. or 3 mos. exp. in public relations.

- Or 6 mos. exp. as Grants Coordinator 1, 63161.
- Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require overnight travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Grants Administrator	63165	EX	09/22/2013	13

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers departmental grants programs & supervises grants coordinators &/or clerical support staff.

Manages fiscal aspects of grants, establishes cost controls, develops accounting systems & prepares budgets; ensures grant recipients adherence to state &/or federal procurement rules & regulations governing grant expenditures; oversees preparation & submission of required state &/or federal fiscal reports.

Plans & develops policies & programs; determines priorities & time schedules; writes directives & guidelines.

Reviews project application & recommends approval or disapproval; monitors preparation of grant applications; monitors requests through approval; negotiates final contract with granting agency.

Serves as liaison with federal, state & county agencies & general public; disseminates information, explains programs; plans, organizes & conducts meetings, conferences & seminars.

MAJOR WORKER CHARACTERISTICS

Knowledge of supervisory principles/techniques; state & federal laws pertaining to grants*; budgeting; accounting; contract & grant preparation. Skill in operation of personal computer*. Ability to deal with large number of variables & determine specific course of action; proofread technical materials, recognize errors & make corrections; write complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in accounting &/or finance; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or 24 mos. trg. or 24 mos. exp. in preparation & monitoring of grants &/or other fiscal accounts; 12 mos. trg. or 12 mos. exp. in supervisory principles/ techniques.

-Or 12 mos. exp. as Grants Coordinator 2, 63162.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.