OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Grants Coordinator 1

CODE: 63161C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from grants administrator or other administrative superior, coordinates departmental grant activities; assists project directors to obtain & administer grants;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	18-38	Prepares, reviews & processes grant applications; writes project proposals for submission to granting agencies.	Knowledge of (1) proposal writing or contract & grant preparation; ability to (2) calculate fractions, decimals & percentages, (3) gather, collate & classify information according to established method, (4) cooperate with co-workers on group projects, (5) develop complex reports & position papers.
2	0-20	Assists in program planning & policy determination; develops reporting & monitoring system, application processing procedures, & funding mechanisms.	Knowledge of 1, (6) accounting; ability to 5, (7) define problems, collect data, establish facts & draw valid conclusions.
3	3-23	Manages grant funds; develops & reviews budgets; monitors account balances; approves expenditures & disburses funds.	Knowledge of 6, (8) budgeting; ability to 3.
4	10-30	Advises departmental administrators, project directors, & local government agencies on funding sources & requirements; trains staff in proposal writing techniques & fundamentals of grant administration.	Knowledge of 1; ability to (9) handle sensitive telephone & face-to-face contacts with public & government officials.
5	0-19	Monitors & evaluates grant projects to assure adherence to standards; conducts on-site inspections of project areas; recommends changes & improvements.	Abiltiy to 3, 7, 9.
6	6-16	Prepares necessary correspondence, memos & reports related to grant projects.	Ability to 3, 7.

(602)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in contract & grant preparation or 300 hrs. training in proposal writing (or 3 mos. exp. in preparing project proposals or preparing contracts & grant applications); 1 course

TRAINING & DEVELOPMENT:

FORM ADM-4134

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JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
7	0-17	Researches available funding sources; studies to keep current on program regulations, directives & policies; attends staff meetings & training sessions to improve job skills.	Ability to 3.
8	0-5	Performs public relations duties; serves as liaison with other departments & agencies involved in grants programs; represents department or division at technical & lay meetings; explains programs to the public.	Knowledge of (10) public relations; ability to (11) prepare & deliver speeches before general public.

(613)

123-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

in accounting (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

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