NEW 02 AU

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Grants Coordinator 2

CODE: 63162C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION:
Under general supervision from grants administrator or other administrative superior, develops & coordinates departmental grant programs;

-PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	3-23	Coordinates & monitors agency's participation in grant programs.	Knowledge of (1) management, (2) contrac & grant preparation, (3) accounting; ability to (4) define problems, collect data, establish facts & draw valid conclusions.
2	11-31	Prepares, reviews, & processes grant applications; writes project proposals for submission to granting agencies; monitors applications through approval process; negotiates final contract with granting agency.	Knowledge of 2; ability to 4, (5) calculate fractions, decimals, & percentages, (6) develop complex reports & position papers.
3	6-26	Plans & develops policies & programs; determines priorities; establishes grant monitoring processing systems.	Knowledge of 1, 3; ability to 4.
4	1-21	Provides technical assistance & guidance to department administrators & project directors; conducts training programs on regulations & requirements, application procedures, & project administration.	Knowledge of (7) public relations; abili to 4, (8) handle sensitive inquiries & contacts with public & government offici
5	3-23	Monitors & evaluates grant projects to assure adherence to standards; conducts on-site inspections of project areas; recommends changes & improvements.	Knowledge of (9) budgeting; ability to 4 5.
6	2-12	Prepares necessary correspondence, memos, & reports related to grant projects.	Ability to 4, (10) gather, collate & classify information according to established method.

(614)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 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 in management (or 3 mos. exp.); 1

TRAINING & DEVELOPMENT:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
7	5-15	Performs public relations duties, serves as liaison with other departments or agencies involved in grants programs; organizes meetings; attends seminars & conferences as departmental representative; provides information & delivers speeches to the public.	Knowledge of 7; ability to 8, (11) prepare & deliver speeches before general public.
8	0-10	Monitors clerical, professional, & administrative employees involved in grants projects when assigned.	Knowledge of 2, (12) supervision, (13) office management; ability to 4, (14) establish friendly atmosphere as supervisor of work unit.
9	1-7	Researches available funding sources; studies to keep current on program regulations, directives, & policies; attends staff meetings & training sessions to improve job skills.	Knowledge of 2; ability to 4, 10.

123, 1-7-17 (605)

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
course in accounting (or 3 mos. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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