AUG 0 2 1997

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Grants Administrator	CODE: 63165C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, administers departmental grants programs & supervises grants coordinators & clerical support staff;

Note: Supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees; to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment."

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	22-42	Administers departmental grants programs & supervises grants coordinators & clerical support staff.	Knowledge of (1) supervision/ management*, (2) state & federal laws, rules & guidelines pertaining to grants; ability to (3) deal with large number of variables & determine specific course of action, (4) establish friendly atmosphere as supervisor of work unit.
2 (6/6)	14-34	Manages fiscal aspects of grants, establishes cost controls, develops & supervises accounting systems & prepares budgets.	Knowledge of 1, 2, (5) budgeting, (6) accounting; ability to 3, (7) use statistical analysis, (8) use research methods in gathering data.
3	7-27	Plans & develops policies & programs; determines priorities & time schedules; writes directives & guidelines.	Knowledge of 1, 2; ability to 3, 4, 7, 8, (9) proofread technical materials, recognize errors & make corrections.

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core coursework in accounting &/or finance & 12 mos. experience in preparation & monitoring of grants &/or other fiscal accounts & 6 mos. training &/or experience in supervision/management; or 36 mos. experience in preparation	TRAINING & DEVELOPMENT:

NEW AUG 0 4 1987

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	8-18	Reviews project application & recommends approval or disapproval; monitors preparation of grant applications; monitors requests through approval; negotiates final contract with granting agency.	Knowledge of 1, 2, 6; ability to 3, 7, 8, 9, (10) handle sensitive contacts with outside agencies & government officials.
5	9-19	Serves as liaison with federal, state & county agencies & general public; disseminates information, explains programs; plans, organizes & conducts meetings, conferences & seminars.	Knowledge of 2, (11) public relations; ability to 3, 8, 9, 10, (12) prepare & deliver speeches before general public.

(617)

123:1-7-17

*Developed after employment

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

& monitoring of grants &/or other fiscal accounts & 6 mos. training &/or experience in supervision/ management; or 12 mos. exp. as Grants Coordinator 1, 63161 or 6 mos. exp. as Grants Coordinator 2, 63162; or equivalent.