

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

Grants Coordinator

**SERIES NO.:**

6316

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:****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.

**CLASS TITLE:**

Grants Coordinator 1

**CLASS NUMBER:**

63161

**EFFECTIVE DATE:**

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.

**CLASS TITLE:**

Grants Coordinator 2

**CLASS NUMBER:**

63162

**EFFECTIVE DATE:**

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.

**CLASS TITLE:**

Grants Administrator

**CLASS NUMBER:**

63165

**EFFECTIVE DATE:**

06/22/1990

**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 in grants processing & compliance activities.

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| <b><u>CLASS TITLE:</u></b><br>Grants Coordinator 1 | <b><u>CLASS NUMBER:</u></b><br>63161 | <b><u>BARGAINING UNIT:</u></b><br>14 |
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**EFFECTIVE DATE:**  
03/26/1990

**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.

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| <b><u>CLASS TITLE:</u></b><br>Grants Coordinator 2 | <b><u>CLASS NUMBER:</u></b><br>63162 | <b><u>BARGAINING UNIT:</u></b><br>14 |
|--|--------------------------------------|--------------------------------------|

**EFFECTIVE DATE:**  
03/26/1990

**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.

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| <b>CLASS TITLE:</b><br>Grants Administrator | <b>CLASS NUMBER:</b><br>63165 | <b>BARGAINING UNIT:</b><br>EX |
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**EFFECTIVE DATE:**

06/22/1990

**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 & 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 alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.