

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> Grants Coordinator	<u>SERIES NO.:</u> 6316
	<u>MAJOR AGENCIES:</u> Attorney General only	<u>EFFECT. DATE:</u> 01/01/1980

SERIES PURPOSE:

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

Incumbents prepare & process grant applications or monitor agency participation in grant programs or monitor endowment of funds to qualified participants.

CLASS TITLE:

Grants Coordinator 1

CLASS NUMBER:

63161

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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 Coordinator 1	CLASS NO.: 63161	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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 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:

May require overnight travel.

CLASS TITLE: Grants Coordinator 2	CLASS NO.: 63162	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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, 63161AG.

-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:

May require overnight travel.