

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Grants Administrator	<u>CLASS NUMBER:</u> 60303.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u> 080162
<u>POSITION LOCATION:</u> 80 E. Fulton Street, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR:</u> Deputy Director, Programming
<u>JOB TITLE OF THOSE DIRECTLY SUPERVISED:</u> Social Program Developer (80031, 80163), Social Work Asst – Peer Educ (80167, 80166) Support Officer 1 (80069, 80080), Public Information Officer (80165)		

CLASSIFICATION PURPOSE:

The primary purpose of the Grants Administrator classification is to manage grant components associated with providing grant funding to community agencies and projects, including contract construction, grant submissions, and award oversight. Provides training and technical assistance, reporting and program analysis.

JOB DUTIES:

Manage Grant Activities and research grant opportunities and multiple websites and funding streams. Plan, prepare, design programs and projects based on funding opportunities. Gather information from Fiscal department regarding staff salaries, fringe benefits, agency expenses to create grant project budgets and monitor expenditures. Work with the Ohio Office of Child Support and funders to review expenses and budgets. Review invoices to ensure accuracy. Work with appropriate entities to reconcile discrepancies. Work with funders, researchers, and IT to coordinate data collection. Schedule and attend meetings with funders, researchers, full project team, and various internal teams. Review MIS tools, databases, and spreadsheets to ensure data accuracy. Submit reports to State and Federal entities on biweekly, monthly, and quarterly basis. Review reports completed by Project Managers prior to submission. Assist Administration in identifying contract dates, establish Scope of Work, and complete RFP process when necessary. Review contracts and contract issues with providers. Meet with providers to clarify expectations. Coordinate ending grant activities that include final reports and agency implementation of best practices.

Supervise staff associated with the grant and outreach and community relations initiatives. Prepare job descriptions and recruit, hire, on board project staff. Assist Administration, Supervisors and Staff with case questions regarding domestic violence and family safety. Review agency policies and suggest changes, implement changes, and provide training on changes. Serve as a subject matter expert on the Agency's domestic violence protocols. Routinely review policies to ensure child support can be pursued safely and develop strategies to provide service delivery models that ensure the safety of residents. Develop training curriculum on domestic violence and present to staff on a regular basis. Serve on county and statewide workgroups to address high-level challenges regarding family safety in the child support program. Train new staff on programs, protocols, Agency policies, and use of internal systems. Pull reports to appropriately set deadlines for internal staff. Update agency website, lobby, and other sources with relevant information. Serve as a liaison between the FCCSEA and community, County, and State organizations.

Assist in coordination, scheduling, communication and training of outreach and agency education events and activities including regular engagements and Speaker's Bureau requests. Oversight of agency social media platforms.

Coordinate and collaborate with non-profits, inter-agencies, commissions, schools on grant projects, program education and community outreach activities. Represent the agency at various conferences, seminars, events, and workshops on the local and national level by giving presentations, participating in pod casts or virtual events, and newsletters. Maintain organizational authority to speak for and act for the agency as the program authority. Participate in internal and external workgroups and committees. Serve in workgroups and committees related to child support services, processes, grant projects, community collaboration, reentry, and more.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports use proper research methods in gathering data; prepare and deliver

speeches before specialized audiences and general public; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in management, human resources, finance, accounting, public policy, or other related field with two (2) years of experience in grant coordination and administration.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to evaluate the performance of employees, to approve leave requests, to participate in meetings in which policy questions are reviewed or discussed, to assist with the development of policy, to recommend policy changes.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date