

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

<u>CLASSIFICATION TITLE:</u> Grants Coordinator	<u>CLASS NUMBER:</u> 60301	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 051213
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Community Development Administrator (050022)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> (050027)		

CLASSIFICATION PURPOSE:

The primary purpose of the Grants Coordinator 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:

Responsible for administering, implementing, and overseeing budgeting for the following federal programs and funds the county receives from the Department of Housing and Community Development (HUD): Community Development Block Grant (CDBG); Emergency Shelter Grant (ESG); CDBG-R Stimulus; Neighborhood Stabilization (NSP); Homeless Prevention and Rapid-Rehousing Programs (HPRP). Oversees the correctness, completeness and quality of all information concerning these programs entered into the Integrated Disbursement & Development (IDIS) and Disaster Recovery Grant (DRGS) reporting systems. Ensure all environmental reviews for these programs have been conducted in compliance with HUD regulations. Ensure that all HUD citizen participation processes have been achieved.

Enact planning activities for the county CDBG, ESG, CDBG-R Stimulus, NSP, and HPRP programs. Establish, maintain, update, and collect documentation for program files. Maintain knowledge required to interpret and apply HUD regulations. Make public policy decisions. Negotiate, create and manage vendor contracts. Prepare grant award packages. Participate in all relevant HUD training. Attend quarterly meetings of the Ohio Conference of Community Development. Educate staff and local officials on new HUD programs. Complete site visits for HUD funded projects to ensure contract compliance regarding expenditures, procurement, and eligibility of clients receiving assistance, personnel hired and projects implemented within grant project timeframe. Create written reports of site visits including findings, recommendations and concerns.

Assist the Franklin County Community Development Advisory Committee in work sessions to approve and review annual funding requests and to review annual program performance. Serve on community boards and committees that address homelessness, housing, and community development issues. Serve as county liaison to HUD. Maintain regular and predictable attendance.

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 budgeting; accounting; government structure and process. Skill in equipment operation. Ability to deal with some abstract but mostly concrete variables; calculate fractions, decimals, and percentages; develop complex reports and position papers; cooperate with coworkers on group projects.

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, criminal justice, finance, accounting, public policy, or other field related to area of assignment with five (5) years of experience in grant coordination and administration.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

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