

**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> Office of Justice Policy and Programs	<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> 130018
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> COO, Justice Policy & Programs (130015)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Grant Specialist (130022)		

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 components. Monitor programmatic and financial progress of grant projects. Ensure compliance with state, local and contractual agreement rules and regulations. Conduct official site visits and reviews quarterly reports from grantees to measure progress of grant projects. Prepare quarterly invoices for payment of grant funds to grantee. Serve as liaison between staff and grantee agencies on matters pertaining to grant projects. Provide and administer Continuous Quality Improvement initiatives for Agency programs and operations. Develop and oversee quality assurance for data entry for grant funded programs. Review notices of exemplary performance and complaints. Provide grantee staff with education, guidance, and support. Determine reporting, formats, and deadlines to be used by grantees for reporting purposes. Create and maintain tracking documents to ensure alignment with funder and County outcome measure for grant funded projects. Provide technical assistance and guidance to grantee agencies. Complete forms to confirm grant awards and conditions sent by audit accounting firms. Research other grant funding sources. Develop and update tracking system for monitoring grantee performance. Monitor and evaluate supportive services program. Train new staff on programs, protocols, Agency policies, and use of internal case management system. Train existing staff on Agency supervisory responsibilities and act as interim supervisor as needed. Provide advice on grant related issues. Coordinate in-service sessions on grant projects. Arrange visits to grant agencies. Assist with budget issues relating to grant program. Research and writes grant proposals. Prepare budgets for proposals. Maintain interested parties list of potential grantees.

Write grant application for submission to the state and other governmental agencies. Serve as the administrator for internal case management system. Review contract between the state and agency for accuracy in deliverables, federal and state citations of relevant rules and regulations, and language and conditions that will protect the county’s interest. Monitor sub-grantee activities to ensure compliance with state and federal regulations. Schedule site visits to monitor programmatic and financial program of sub-grantees. Represent the county on assigned boards. Prepare reports quarterly for submission to county. Prepare reports on monthly, quarterly, semi-annually, and end of year program reports for submission to state and other governmental agencies. Complete agency portion of annual reports. Regularly brief the Board of Commissioners on Agency Resolutions and present at General Session, as needed.

Prepare annual summary of grant projects funded for use as a resource manual with updated contact information and project descriptions. Plan and oversee grantee fair to network and learn of other projects. Plan county-wide conferences, as needed. Attend seminars, training, and community meetings. Make presentations and provides information to the public, as needed. Represent the county on councils and boards, when requested. Participate on quality improvement issues. 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 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:

Bachelor's degree in management, human resources, criminal justice, finance, accounting, public policy, or other related field with two (2) years of experience in grant coordination and administration; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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:

The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons.

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