

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

|   |   |   |
|---|---|---|
| <b><u>CLASSIFICATION TITLE:</u></b><br>Grants Specialist, CASA                                  | <b><u>CLASS NUMBER:</u></b><br>60301.1                                    | <b><u>FLSA:</u></b><br>Non-Exempt   |
| <b><u>AGENCY/DIVISION:</u></b><br>Justice Policy and Programs                                   | <b><u>JOB TYPE:</u></b><br>Full Time, Classified                          | <b><u>PROBATION PERIOD:</u></b><br>180 Days                                       |
| <b><u>BARGAINING UNIT:</u></b><br>Non-Bargaining  | <b><u>PAY GRADE:</u></b><br>N15   | <b><u>POSITION CONTROL #:</u></b><br>130024                                       |
| <b><u>POSITION LOCATION:</u></b><br>373 S. High St., 25 <sup>th</sup> Fl., Columbus, Ohio 43215 | <b><u>TYPICAL WORK SCHEDULE:</u></b><br>Monday – Friday 8:00 AM – 5:00 PM | <b><u>SUPERVISOR (PCN):</u></b><br>Deputy Director, Survivor Services<br>(130001) |
| <b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>                                     |   |   |

**CLASSIFICATION PURPOSE:**

The primary purpose of the Grants Specialist is to coordinate a range of victim service and justice related grant programs for the Office of Justice Policy and Programs.

**JOB DUTIES:**

Manages grant programs in accordance with federal, state and local laws, regulations and guidance materials to include sub-grant awards and contract processing; application submission and review; reporting and program analysis. Serve as primary point of contact with the respective grant program designated TA provider and/or Grants Manager. Responsible for programmatic reporting as required by the local, state and/or federal funder, i.e. the Substance Abuse and Mental Health Services Administration (SAMHSA), Bureau of Justice Assistance and Ohio Office of Criminal Justice Services Consistent collaboration with the Fiscal Administrator and Chief Operating Officer for purposes of federal financial reporting and oversight of the programs. Serve as liaison between OJPP and grantee agencies on matters pertaining to their grant programs.

Conduct quarterly desk top programmatic reviews and periodic on-site monitoring visits to ensure compliance with local, state and federal regulations and program progress toward meeting performance standards. Provide technical assistance and training to sub-recipients on an as needed basis. Develop and update internal tracking system for monitoring sub-recipient performance. Assist in the research and drafting of funding applications. Assist the Grants Management Team with drafting of professional service request for proposals, review and contracting of services relevant to assigned grant programs. Serve as the designated OJPP liaison for program evaluation of assigned grant programs. Establishes and implements programmatic reporting procedures and provides assistance to sub-grantees related to outcome data collection and analysis.

Serve as the OJPP representative on a variety of work groups and advisory committees and provides relevant updates to key stakeholders as it relates to the OJPP initiatives. Works with key stakeholders to further the efforts of key initiatives aligning with the Franklin County Criminal Justice Strategic Plan, the Reentry Advisory Board Strategic Plan and Franklin County’s Rise Up Out of Poverty Blueprint. Serves as a liaison with the County administration and finance teams. Assist in the preparation of the agency’s annual budget as it relates to the local, state and federal grant programs administered by this position. Attend relevant seminars, training and community meetings. 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; 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 criminal justice, finance, accounting, public policy, or other field related fields with one (1) year of experience in grant coordination and administration.

**Additional Requirements**

No additional license or certification is required.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

This position is subject to continuation of federal grant funding availability.

**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