

**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> Office on Aging	<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> 111501
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Quality Improvement Supervisor (111500)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

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. Provide training and technical assistance, reporting and program analysis.

JOB DUTIES:

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. Prepares quarterly invoices for payment of grant funds to grantee. Serve as liaison between staff and grantee agencies on matters pertaining to grant projects. Handle 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. Provide technical assistance and guidance to grantee agencies. Complete forms to confirm grant awards and conditions by audit accounting firms. Research other grant funding sources. Assist by writing support letters to community foundations, on behalf of the grantee agency. Develop and update tracking system for monitoring grantee performance. Approve and/or disapprove request for utility and prescription assistance above threshold amount from grantee agencies. Train and update staff on grant projects. Assist with budget issues relating to grant program. Research and write grant proposals. Prepare budget for proposals, and maintain interested parties list of potential grantees.

Write grant application for submission to the state. 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 or 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 the year program reports for submission to the state. Complete agency portion of annual report. Prepare other reports, 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 provide information to the public, as needed. Represent the county on councils, boards, etc., 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 budgeting; agency policy and procedures; government structure and process; business. Skill in word processing; equipment operation. Ability to deal with problems involving few variables in familiar context; deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; 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 field related to area of assignment with five (5) years of experience in grant coordination and administration, criminal justice, accounting, finance, public policy, or other field related to area of assignment; or any equivalent combination of training and experience.

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