

CONTRACTS/GRANTS COORDINATOR

NATURE OF WORK

This is administrative work requiring the initiation, coordination and administration of specially assigned programs or projects involving contract, grant and/or lease administration. Work involves initiating and/or coordinating all activities of a contract, grant and/or lease project which has operational responsibilities of a major scope. Work involves serving as a liaison with other county, state, federal and community agencies.

An employee in a position allocated to this class is expected to initiate, coordinate and manage operations with considerable independence, although all major decisions are referred to an administrative superior for advice and direction. Supervision is received through conferences with an administrative superior and by adherence to established policies and procedures. Work is reviewed through conferences, reports and program achievements.

EXAMPLES OF WORK

Assists in the development of projects, programs and contracts and grants policies, procedures and schedules.

Performs analysis of grants, contracts and/or leases; prepares statistical reports, project reports and related data.

Researches and writes new grant proposals.

Provides professional level staff assistance to an administrative superior, division or department head in specially assigned areas of operation; assists and advises on matters pertaining to contract, grant and/or lease project assigned.

May assist in planning, coordinating and directing the work of subordinates as required by work assignment.

Facilitates the accomplishment of work through providing, obtaining and coordinating a variety of grant related services.

Provides administrative liaison among various county operational and administrative functions related to an assigned contract grant and/or lease; interprets and explains policy regulations and operating procedures.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles of management, organization and administration.

Considerable knowledge of the standard practices in the fields of local government, budgeting and accounting.

Considerable knowledge of contract and grant administration.

Considerable knowledge of modern office practices, systems and equipment.

Considerable knowledge of the functions and operations of the unit to which assigned.

Ability to plan, direct, and coordinate the work of subordinates as required by work assignments.

Ability to communicate effectively both orally and in writing.

CONTRACTS/GRANTS COORDINATOR CONT'DMINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited four year college or university with major coursework in public or business administration or field related to area of assignment; two (2) years experience in a staff or administrative capacity initiating, managing and/or coordinating contracts, grants and/or leases; or any equivalent combination of training and experience.

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