



GRANTS/CONTRACTS OFFICER

SCOPE OF WORK:

Work activities involve performing duties associated with the application and maintenance of grants and contracts.

DUTIES PERFORMED AT ALL LEVELS:

- Prepare financial reports of contracts and grants; monitor and audit financial activities of grant recipients to maintain established policies and procedures.
- Act as liaison with recipients to ensure terms and conditions of contracts and grants are being met.
- Audit record keeping and reporting procedures.
- Review audit reports submitted by the federal, state, county, or local units of government to identify auditor's findings of noncompliance and other concerns.
- Review program activities for sub grants and perform an evaluation based on the stated goals and objectives.
- Develop proposals for grant funding for various programs.
- Provide technical assistance to staff in implementing and complying with administrative procedures to ensure compliance with regulations.
- Prepare financial analysis reports of projected funding levels for future grants.
- Develop grant application format and guidelines and conduct training for service providers and staff.
- Develop bid specifications and advertise proposals for the provisions of services.
- Prepare contracts and agreements for cost-share participation.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

GRANTS/CONTRACTS OFFICER I

0421

GRADE K

LEVEL DEFINITION:

Work at this level generally involves duties directly related to the monitoring and coordinating of financial activities of grants and contracts that have been approved and dispersed to particular programs.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, or in another field related to the specialization of the agency and position to be filled and two years of work experience that included contract and/or grant preparation, monitoring, and/or administration.

GRANTS/CONTRACTS OFFICER II

0422

GRADE L

LEVEL DEFINITION:

Work at this level involves duties directly related to the overall administration of grants and contracts. Individuals write and approve grants and contracts and determine which programs will receive particular amounts of funds.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Write grants and develop contracts; approve proposals for funding.
- Manage awards and develop expenditure plans based on various guidelines to ensure maximum expenditures of available funds.
- Audit and authorize reimbursement for sub grant recipients.
- Develop systems to manage the fiscal and progress reporting of sub grants recipients.
- Develop work plan agreements outlining how the agency plans on using the funds it receives.
- Facilitate the development, approval, receipt and concurrence of all funded grant applications, amendments, and contractual arrangements.
- May directly supervise other Grants & Contracts Officers and support staff.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, or in another field related to the specialization of the agency and position to be filled and three years of work experience that included contract and/or grant preparation, monitoring, and/or administration.

Eff. Date: 6/83

Rev: 1/00 – Word Processing Conversion

ND Class Description
Grants/Contracts Officer

CLASS CODES: 0421
0422

Rev: 4/02 – Revised minimum qualifications, duty statements, and factoring, and deleted first level.

Rev: 7/12 – Conversion to Hay System