



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 1617  
1618

**EDUCATION GRANTS MANAGER, DPI**

**SCOPE OF WORK:**

Work involves financial management of multiple education grant programs, establishment and implementation of internal controls, and determination of allocations to local education agencies or units. Positions assigned this classification are located within the Fiscal Management Unit of the Department of Public Instruction.

**DUTIES PERFORMED AT ALL LEVELS:**

- Provide interpretation and technical assistance to local education agencies and staff on federal and state laws, rules, and regulations pertaining to grants.
- Establish procedures and controls to ensure fiscal policy and grant requirements are met.
- Develop and monitor unit budgets, grant proposal budgets, and fund projections for education programs; determine allocations to local education agencies; draw and deposit federal funds; authorize expenditure of funds.
- Assist with development of the Department's budget and special projects as assigned.
- Develop guidelines and procedures for fiscal reporting; monitor expenditures to ensure compliance within approved program plans, budgets, and department policies; resolve discrepancies; prepare periodic financial reports.
- Secure audit firms to conduct sub-recipient audits; collaborate with audit firms, state auditors, and local education agencies on resolving audit findings.
- Provide written and oral presentations to staff and the public as required.

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

**EDUCATION GRANTS MANAGER I**

1617

GRADE L

**LEVEL DEFINITION:**

Work at this level involves financial management of grant programs that are generally specific to an individual unit within the Department.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting or business or public administration, and five years of work experience that included budgeting, accounting, and/or grants management.

**EDUCATION GRANTS MANAGER II**

1618

GRADE M

LEVEL DEFINITION:

Work at this level involves financial management of grant programs that have multiple funding sources, cross multiple divisions, and include integration of state and federal dollars, guidelines, and requirements. Work is performed independently within the organizational structure.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Research, plan, and develop electronic consolidated application formats and guidance.
- Serve as grants management expert to directors and business managers in outlying divisions and auditors.
- Develop and present training materials and information at workshops for school administrators and business managers.
- Develop materials for presentation to legislative committees, respond to legislative requests, and communicate to management.
- Provide written and oral presentations to staff, workshop participants, and the public as required.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting or business or public administration, and five years of professional-level financial management work experience, two years of which must have included grants management.

Eff. Date: 6/96

Rev. 1/06 – Revised scope; added lower level to series; changed title; revised duties, min quals, and class evaluation.

Rev: 7/12 – Conversion to Hay System