

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CONSERVATION GRANT ADMINISTRATOR I

POSITION CODE: 09311
Effective: 8-1-80

DISTINGUISHING FEATURES OF WORK:

Under direction, participates in the review, examination and approval of grant applications and contracts; participates in preparing contracts, contract billings, project amendments and related reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in the review, examination and approval of grant applications, contracts and project amendments; assists in the review of grant applications for accuracy, completeness and compliance with federal and state regulations.
2. Participates in preparing grant contracts, progress reports and contract billings for submittal to federal governmental agencies for approval.
3. Participates in compiling statistical and informational data for use in reports; prepares and maintains routine status reports on various projects.
4. Provides general assistance to agency staff, local, state and federal agency representatives and the public; answers routine correspondence; participates in the preparation of workshops on various division programs.
5. Participates in the inspection of various project sites to ensure eligibility for federal assistance or compliance with state and federal guidelines.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CONSERVATION GRANT ADMINISTRATOR I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with coursework in public administration.

Requires one year professional experience in a public organization or in a grants administration field.

Knowledges, Skills and Abilities

Requires working knowledge of methods and procedures utilized in the review and evaluation of grant applications.

Requires working knowledge of methods and procedures used in rating grant applications.

Requires working knowledge of current federal and state legislation regulating the Division of Grant Administration.

Requires working knowledge of methods and procedures used in determining noncompliance with statutes, rules and regulations.

Requires working knowledge of methods and procedures used in preparing contracts.

Requires working knowledge of methods and procedures utilized in amending and/or updating current grant contracts.

Requires working knowledge of methods and procedures used in compiling, preparing and maintaining technical files and reports.

Requires elementary knowledge of departmental policies and procedures regarding the administration of grant programs.

Requires ability to prepare and maintain administrative files on grant projects.

Requires ability to prepare and maintain technical reports of project progress.

Requires ability to use sound judgment in making determinations regarding accuracy and completeness of applications, contracts, billing requests and project amendments.

Requires ability to compile statistical and informational data on equipment rental rates, project reimbursement, project costs, etc.

Requires ability to effectively communicate in oral and written form.

Requires ability to establish and maintain cooperative working relationships with local and federal governmental agencies and agency employees.

Requires ability to assist in the administration of regional grant programs.