

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CONSERVATION GRANT ADMINISTRATOR II

POSITION CODE: 09312

Effective: 8-1-80

DISTINGUISHING FEATURES OF WORK:

Under general direction, independently performs a variety of grants application, monitoring and technical assistance functions involving coordination of several statewide or several (local) regional grants; prepares grant contracts, contract billings, project amendments and related reports for approval; reviews grant applications for completeness and accuracy; prepares and maintains administrative files.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews federal grant applications for accuracy and completeness; contacts local sponsors regarding deficiencies on federal grant applications or requesting additional information.
2. Submits federal grant applications from various local sponsors to federal government agencies for approval; processes local project billings and ongoing project amendments.
3. Maintains administrative files on local projects and progress; prepares and maintains reports on federal reimbursement, project costs and on-site inspection findings; prepares cost reports for computer processing.
4. Performs pre-award, triennial, completion and five-year project inspections on project sites to ensure eligibility for federal grant aid or compliance with state and federal regulations.
5. Responsible for monitoring grant contracts for statewide and/or local projects; ensures compliance with contract guidelines and regulations.
6. Compiles statistical and informational data regarding equipment rental rates, use and appreciation.
7. Updates various documents and manuals to reflect the current changes in federal regulations.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## CONSERVATION GRANT ADMINISTRATOR II (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 two years professional experience in a public organization or in a grants administration field.

#### Knowledges, Skills and Abilities

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

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

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

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

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

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

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

Requires working 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 judgments 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.