

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CONSERVATION GRANT ADMINISTRATOR III

POSITION CODE: 09313

Effective: 8-1-80

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, coordinates, directs and supervises a section of professional staff engaged in state or local grants administration or in fiscal and program monitoring; coordinates and monitors fiscal and program activities on grants projects; ensures submission and completion of grant proposals and projects.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Responsible for the administration of federal aid programs; supervises subordinate staff engaged in grant administration for statewide programs; approves working drawings, specifications, cost estimates and bid tabulation sheets on contract items; assists in implementing new phases of federal grant projects.
2. Responsible for coordinating and directing a professional staff engaged in grant administration for local projects; supervises regional staff responsible for conducting reviews of local projects to determine eligibility and/or compliance with federal and state requirements.
3. Responsible for coordinating and directing the activities of a professional staff engaged in fiscal and program monitoring of grant contracts for state and local projects; supervises subordinate staff responsible for ensuring compliance with federal grant contracts; provides technical assistance to other section supervises in grant administration.
4. Performs pre-award, triennial, completion and five-year project inspections on regional project sites to ensure eligibility for federal grant aid or compliance with state and federal regulations.
5. Prepares narratives and funding request forms to be submitted with local grant applications to federal government agencies; analyzes all project data to ensure compliance with state and federal laws that have an impact on federal grant programs; prepares compliance documents for various state and federal laws that have an impact on federal grant programs.
6. Performs liaison duties with local, state and federal government agency representatives, subordinate staff and the public; assists agency personnel in the preparation of master management plans, capital improvement and acquisition projects for programs receiving federal assistance.
7. Prepares and maintains complex reports on federal reimbursement and quarterly revenue forecasts; maintains administrative files on regional projects.

CONSERVATION GRANT ADMINISTRATOR III (Continued)

8. Reviews and implements new and/or revised state and federal regulations that impact on the administration of federal grant programs.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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 three years progressively responsible professional experience in a public organization or in a grants administration field.

Knowledges, Skills and Abilities

Requires thorough knowledge of methods and procedures used in inspection of project sites to determine eligibility and/or compliance with statutes, rules and regulations.

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

Requires thorough knowledge of methods and procedures used in determining noncompliance with federal and state statutes and regulations.

Requires thorough knowledge of methods and procedures used in reporting project progress to various federal agencies.

Requires thorough knowledge of methods and procedures used in preparing and maintaining complex reports.

Requires extensive knowledge of agency policies, procedures and objectives regarding the administration of a regional grant program.

Requires extensive knowledge of methods, procedures and techniques used in evaluating grant applications.

Requires extensive knowledge of technical procedures used in project planning such as working drawings, specifications, cost estimates, etc.

Requires working knowledge of effective supervisory methods, procedures and techniques.

Requires ability to review and evaluate grant applications for approval by the Conservation Advisory Board.

Requires ability to determine compliance with federal and state statutes, rules and regulations.

Requires ability to prepare narratives, funding requests and compliance reports for submission to federal governmental agencies.

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, subordinate employees and other agency's staff.

Requires ability to supervise subordinate employees.