

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN SERVICES GRANTS COORDINATOR III

POSITION CODE: 19793
Effective: 05/01/2005

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as a lead worker by assigning and reviewing the work of lower level coordinators or serves as a project leader coordinating a variety of an agency's professional and technical services to community based organizations such as community action agencies, other federal grantees of state and local governmental agencies; assists in coordinating a variety of technical and grant services provided to limited income persons within the State; participates in the development, implementation and review of state and local agency plans to achieve the goals of the state economic opportunity programs such as the Illinois Home Energy Assistance Program, the Illinois Home Weatherization Assistance Program, and the Community Services Block Grant Program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as a lead worker to lower level Human Services Grants Coordinators and assists the unit supervisor in coordinating work flow and in providing functional supervision to the professional staff or acts as a project leader conducting and coordinating a variety of grants and technical assistance activities in program areas such as utility payment assistance, household energy efficiency assistance, low-income self sufficiency programs; conducts programmatic and administrative needs assessments and evaluations; assists the supervisor in determining programmatic and grants priorities and needs; handles complex negotiations with grantee agencies.
2. Conducts independent research on the implementation of human services programs by state and local agencies; develops plans, forms policies, procedures and rules to improve these programs.
3. Develops and evaluates existing human services programs, including experimental and demonstration projects to test methods for improving human service systems designed to provide relief from the causes and effects of poverty and to enable the limited income person to become self sufficient.
4. As a project leader, conducts and coordinates a variety of specialized technical assistance and monitoring services in both program and fiscal aspects of grants; utilizes basic accounting principles to review automated grantee fiscal reports, budget modifications, and actual services provided to ensure service delivery complies with grant agreement; approves or denies requests for funds from subgrantees.
5. Represents an agency in relations with the community, business and professional groups; participates in conferences with state agency officials, and representatives of the federal government for the purpose of promoting the development of improved human service programs.
6. Prepares complex reports, evaluations and correspondence for local, state and federal officials relating to the department's administration of human service programs.

HUMAN SERVICES GRANTS COORDINATOR III (Continued)

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience (With Options A and B)

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in social sciences, public administration, energy conservation, or a related field.

Requires three years of professional experience in a social service field, grants administration field or a related field.

Option A only: Those positions which utilize basic accounting principles to review grantee financial records and to provide technical assistance to grantees in fiscal areas require an additional mandatory requirement of a minimum of six college semester hours of accounting or equivalent professional accounting experience.

Option B: Those positions coordinating human service areas other than grants fiscal management, such as planning, designing and developing program activities to meet statewide human service needs, do not require accounting courses or the equivalent professional accounting experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of federal and state laws, regulating the human services field.

Requires working knowledge of basic accounting principles.

Requires extensive knowledge of federal and state grants procedures and processes related to human services.

Requires extensive knowledge of the character of relationships between departments of the state and other levels of government.

Requires extensive knowledge of agency goals, objectives, programs, and services.

Requires working knowledge of modern management principles and practices of public and business administration.

Requires elementary knowledge of supervisory and project leader practices, principles and techniques.

Requires ability to develop, implement and review agency plans for a portion of the state economic opportunity programs.

Requires ability to exercise sound judgment in the analysis, appraisal and evaluation of existing and proposed human services programs.

Requires the ability to analyze fiscal reports and to verify their accuracy with the journals and ledgers of grantee agencies.

Requires ability to develop and maintain support and a good functional working relationship with agency personnel, various community based, private and public organizations.

Requires ability to exercise discretion and judgment in making professional decisions.

Requires ability to apply and to interpret agency policies and procedures.

Requires ability to conduct research, to interpret and to apply research findings.