

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

NATURAL RESOURCES GRANT COORDINATOR

POSITION CODE: 28835

Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, coordinates, directs and supervises a staff in administering federal, state or local grant programs, federal contracts and other related agreements; monitors receipt and disbursement of federal, state or local grant funds; acts as the department's representative in the administration of grant programs, interpretation of rules and regulations to constituents and grantor agencies, and government officials; coordinates and monitors fiscal and program activity control methods and accountability systems; analyzes grant programs efficacy and the effectiveness of grant administrative procedures and control methods and provides counsel to executive staff on program budgetary concerns and the impact of department programs and policies on the assigned grant programs; coordinates, assigns and reviews the work of staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assembles information and prepares Federal Grant Applications for specified federal agencies; provides information on programs for executive staff approval; monitors grant program expenditures for cost eligibility and for compliance with established grantor agency rules, regulations and grant agreements; coordinates and maintains project documentation ledgers and status reports; coordinates reconciliation of financial records to state treasurer, state comptroller, university, state, and federal agency reports; develops revenue projections for specified programs based upon actual and forecasted funds for budget office; prepares federal aid tracking forms for programs; monitors reconciliation of available balances for federal program fund accounts; prepares compliance documents for various state and federal laws that have an impact on federal grant programs.
2. Serves as full line supervisor; assigns and reviews work provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
3. Establishes and maintains management control systems for assigned grant programs to meet requirements to participate in the Federal Aid in Wildlife and Sport Fish Restoration Program and other specified federal grant programs administered by the United States Fish and Wildlife Service; develops accounting systems from commercial software to monitor federal programs/projects; coordinates and monitors federal reimbursement requests and deposit transmittals; implements electronic payment management system for billings; monitors deposits to the State Treasurer and to university accounts; establishes and monitors billing procedures for sub-grantees; establishes criteria and standards for submission of reports and billings; develops procedures for financial assistance management.

## NATURAL RESOURCES GRANT COORDINATOR (Continued)

4. Assists executive staff in evaluating the effects of the assigned grant programs on operational budgets for the department; prepares and provides pertinent information regarding federal requirements and regulations to grant leaders and others who execute the approved federal aid grants; provides counsel to executive staff on the impact of proposed department programs or management activities upon grant programs; provides program managers and project leaders with financial information based upon approved and proposed projects.
5. Analyzes ongoing grant programs for efficacy and provides program improvement recommendations; coordinates project development and procedures to determine eligibility and ensure compliance with federal and state requirements; prepares and submits only those grant proposals considered substantial in character and design and for which available resources and staff exist to complete them.
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 evaluates action options for resolution of conflicts between sub-grantees and department or federal grantors.
7. 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.
8. 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.
9. Prepares and maintains complex reports on federal reimbursement and quarterly revenue forecasts; maintains administrative files on regional projects.
10. Reviews and implements new and/or revised state and federal regulations that impact on the administration of federal grant programs.
11. 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 two years supervisory experience in a public organization or in a grants administration field.

NATURAL RESOURCES GRANT COORDINATOR (Continued)

Knowledges, Skills and Abilities

Requires extensive knowledge of agency policies and procedures.

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 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 supervise employees.

Requires ability to administer federal grant programs having a state-wide impact.

Requires ability to develop and manage a supportive agency program.

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 analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

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.

May require possession of an appropriate valid driver's license.