

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505560

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/MARCS

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006010

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Grant Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Administers Multi-Agency Radio Communications System (MARCS) grant programs on behalf of Administrator: manages fiscal aspects of grants, establishes cost controls, develops accounting systems & prepares budgets; ensures grant recipients adherence to state &/or federal procurement rules & regulations governing grant expenditures; oversees preparation & submission of required state &/or federal fiscal reports; plans & develops policies & programs; determines priorities & time schedules; writes directives & guidelines; monitors preparation of grant applications; monitors requests through approval; serves as liaison with federal, state & county agencies & general public; disseminates information, explains programs; plans, organizes & conducts meetings, conferences & seminars.	Knowledge of (1) budgeting; (2) accounting; (3) state & federal laws pertaining to grants*; (4) contract & grant preparation; (5) government structure & process*; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office, Excel, database querying); Ability to (7) define problems, collect data, establish facts, draw valid conclusions; (8) deal with many variables & determine specific action; (9) work alone on tasks; (10) proofread technical materials, recognize errors & make corrections; (11) write complex reports & position papers
80	Manages MARCS fiscal operations: prepares & maintains fiscal &/or budgetary reports & records (e.g., analysis of cost controls, cost calculations to improve accounting system, quarterly & annual budget reports, shared agreements & billings, monthly obligations report); acts as liaison with funding &/or monitoring sources; trains, confers & advises managers concerning budget preparation, spending, equipment & personnel needs; responsible for customer & business office interaction in maintaining accurate billing & reconciliation of customer assets for billing.	Knowledge of 1, 2, 3, 5*, (12) business administration, (13) procedures & standards governing fiscal & budgetary operations* Skill in 6 Ability to 7, 8, 9, 11, (14) deal with large number of fiscal &/or budgetary variables & determine specific course of action; (15) deal with

*developed after employment

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123
apd 9/26/12

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

9/26/12