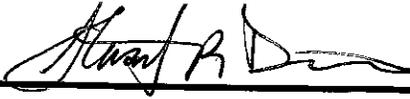


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20092138	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 32 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am    TO: 5:00 pm			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	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.	<b>Knowledge of</b> (1) budgeting; (2) accounting; (3) state & federal laws pertaining to grants*; (4) contract & grant preparation; (5) government structure & process*; <b>Skill in</b> (6) operation of personal computer & associated hardware/software (e.g., MS Office, Excel, database querying); <b>Ability to</b> (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.	<b>Knowledge of</b> 1-5*, (12) business administration, (13) procedures & standards governing fiscal & budgetary operations* <b>Skill in</b> 6 <b>Ability to</b> 7-11; (14) deal with large number of fiscal &/or budgetary variables & determine specific course of action; (15) get along with others.	
			*developed after employment	
JOB CODE 66563	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 1/12/10	