

**CLASSIFICATION:** GRANTS PROGRAM COORDINATOR

**Class Code:** 4865-23

**Date Established:** 06-18-81

**Occupational Code:** 7-2-6

**Date of Last Revision:** 03-07-13

**BASIC PURPOSE:** To plan and coordinate new and existing grant programs by interpreting agency goals and contributing to problem solving and achieving work objectives.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Interviews and advises grant applicants and reviews grant applications by analyzing their fiscal and project content and recommending appropriate action.
- Oversees bookkeeping system, project records and grant ledgers and provides related reports and recommendations for changes or improvements.
- Participates in implementation of program policy and planning through project recommendations and advising the application of federal monies.
- Provides technical assistance to individuals and organizations in program specific areas; recommends grants application procedures based on analysis of client needs.
- Acts as liaison between department and state and federal officials for grant approval and application.
- Analyzes information pertaining to federally funded programs and funding availability, and prepares grant applications for federal funding.
- Reviews and summarizes interpretations of laws and regulations which affect federally funded state programs.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in the arts, public or business administration, or in a related field relevant to the program area in which the position exists. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in a cultural institution or public administration, or in a related field relevant to the program area in which the position exists. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Eligibility for New Hampshire driver's license if necessary for performing job accountabilities. Any license requirement must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

### **For Department of Transportation only:**

Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

**SPECIAL REQUIREMENTS:** Specific degree and experience requirements must be tailored to meet documented recruitment needs of the agency or department. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

**RECOMMENDED WORK TRAITS:** Knowledge of the principles and practices of public administration. Knowledge of modern office management procedures. Knowledge of principles and practices of governmental procedures. Ability to supervise. Ability to develop, implement and evaluate administrative policies. Ability to gather, assemble, correlate and analyze data and make appropriate recommendations. Ability to assess fiscal needs and make valid recommendations. Ability to interpret and apply established policies. Ability to communicate effectively. Ability to organize and conduct meetings. Ability to establish and maintain effective working relationships with co-workers, representatives of professional organizations and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.