



Classification: Grants Program Coordinator

Title Code: V09707

POSITION SUMMARY: This is a technical and administrative position responsible for planning, implementing, and evaluating the activities of the Missouri State Highway Patrol's grant programs. An employee in this position searches and develops applicable federal and state grant funding opportunities for the agency. This individual will coordinate existing federal and state grant processes within the agency, develop and direct funding opportunities to meet Patrol goals and objectives, write and review grant proposals and applications, and direct projects as necessary. This employee will be required to interpret federal guidance relating to the use of federal funds in accordance with various specific grant programs. Work is performed under general supervision; however, the employee exercises considerable independence and initiative in the performance of assigned responsibilities.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates the efforts necessary to research, develop and achieve a comprehensive program related to grants/alternative funding.

Develops and maintains procedures to monitor the progress of all federally subsidized projects in order to maximize the use of available federal funds and to minimize the lapsing of these funds.

Submits grant applications to various federal and state agencies; stays abreast of federal and state laws, rules and regulations that relate to grant programs.

Serves as a representative of the Patrol in promoting its activities before various professional and lay groups.

Directs and evaluates on-going programs for compliance with grant conditions.

Performs a variety of administrative duties. Composes and reviews grant proposal/applications, fiscal notes, statistical data, and develops other general correspondence.

Monitors and tracks progress of grant projects in assigned law enforcement programs; maintains regular contact with project administrators; maintains progress logs, status reports, and compliance records; prepares close-out reports on completed projects.

Conducts performance audits to evaluate progress of projects and reviews grant files and contract documents, completes monitor checklists, and prepares correspondence to grantees detailing area of non-compliance.

Develops grant proposals and documentary support which includes a completion of all federal and state forms necessary to receive funds for the operations of the program.

Ensures all federal and state criteria governing the receipt of funds are met.

Provides consultative, technical, and training assistance to the troops, divisions and command staff in the use of funds and the application of federal funding policy.

Submits grant applications to various federal and state agencies.

Keeps abreast of all new federal and state laws, rules, and regulations that relate to grant programs.

Ensures agency staff are informed of proposed and potential funding regarding its benefit to the agency mission and goals.

Attends meetings at the state and federal levels that relate to the grant programs and fiscal ramifications.

Advises staff on all matters relating to grant programs and prepares the necessary documentation to ensure the disbursement of funds.

Serves as a technical expert and provides relevant training.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers; learn about any new developments and/or trends in the areas of grant funding, and legislation.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of multiple grant management systems to submit grant related reports and perform administrative functions as necessary.

Considerable knowledge of the nature and objectives of law enforcement grant programs.

Considerable knowledge of state and federal rules and regulations applicable to law enforcement grant programs.

Considerable knowledge of law enforcement organizations, theory and practices.

Considerable knowledge of grant administration techniques

Knowledge of policies and procedures related to grants management.

Knowledge of office practices, procedures, and equipment.

Knowledge in the principles and practices of supervision.

Working knowledge of personal computers and related software packages.

Ability to interpret, explain and apply state and federal rules, regulations and guidelines related to law enforcement grant programs.

Ability to establish and maintain effective working relations with others.

Ability to understand and follow written and oral instructions.

Ability to operate computer equipment and other standard office equipment, e.g., copier, telephone, facsimile machine, calculator, etc.

Ability to work under pressure to produce a volume of work necessary to meet deadlines.

Ability to handle several projects simultaneously with varying demands and deadlines.

Ability to work closely with others as a cooperative team, and display team leadership.

Ability to travel as necessary.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four-year degree with an emphasis in business or public administration, planning, criminal justice, law enforcement, safety, social sciences or closely related field. Graduate work in the specified educational areas may be substituted on a year-for-year basis for deficiencies in the stated experience.

AND

Possess three years of professional or technical experience in planning, grant administration, or in an area that affords a knowledge of law enforcement programs and services.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.