Job Standard for Grants/Contracts Program Specialist

Employee Name:

Employee ID:

Employee PCN:

# Grants/Contracts Program Specialist Overview

* **Person Group:** Classified
* **Job** **Code**: 3690
* **Pay** **Grade**: J
* **FLSA** **Status**: Non-Exempt
* **Career** **Level**: Level 3
* **Family**: Finance & Business Operations
* **Function**: Research Administration

# Purpose

To evaluate grant or contract applications; provide grant or contract coordination and technical assistance; perform related work.

# Level Scope

Regularly works on tasks that are varied and complex. Applies full range and job knowledge; frequently adapts procedures, techniques, tools, materials, and/or equipment to meet specialized needs; may serve as lead; performs broad and/or focused assignments under general supervision; originality and ingenuity are often required to help establish procedures in functional area; relies on experience and judgment to plan and accomplish assigned tasks.

# Minimum Qualifications

**Some knowledge of**: grant or contract administration; bookkeeping.

**Experience**: interpreting, applying and explaining laws and regulations; collecting, organizing and evaluating data and writing a narrative report of findings.

# Knowledge, Skills, and Abilities

* Some knowledge of Idaho Procurement Code.
* Knowledge of administrative and clerical procedures and systems
* Ability to communicate information and ideas effectively

# Essential Functions

Key Responsibilities

60% of Time the Grants/Contracts Program Specialist must:

* Reviews and evaluates grant or contract applications for conformance to established criteria and compliance with provisions of laws and regulations; ensures ongoing compliance with regulations and legal use of funds; confers with awarding agencies, grantees, contractors, and subgrantees on administrative procedures and bills; maintains tracking system of expenditures and balances; researches, collects and analyzes data to identify trends and prepare or adjust reports; may recommend payment or non-payment.
* Responds to inquiries regarding grant or contract availability requirements and procedures; notifies grant applicants or contractors of program deadlines, procedures and status; provides technical assistance and advises grantees or contractors on interpretation of program regulations and guidelines; may develop, design, or modify forms and documents.
* This is the first level of a three level series: Grants/Contracts Program Specialist; Grants/Contracts Operations Analyst; and Grants/Contracts Officer. At this level, incumbents are responsible for the initial review of grant or contract applications for completeness and compliance with laws and regulations. Incumbents provide information to clarify grant or contract program regulations and guidelines and notify applicants of deadlines, procedures and status. Problem-solving is routine in nature and employees may make recommendations on grant or contract programs or service delivery, however, the authority for decision making is made at a higher level. Identifying program deficiencies and negotiating potential corrective action and making recommendations are components found at the Grants/Contracts Operations Analyst classification.

35% of Time the Grants/Contracts Program Specialist

Determined by department needs

5% of Time the Grants/Contracts Program Specialist

Perform other duties as assigned

# Work Environment and Physical Demands

Some positions may involve frequent bending, moving, lifting, and carrying material weighing up to 50 pounds; some positions may involve moving, lifting, and carrying material weighing up to 70 pounds; standing up to eight hours each day; working in all weather conditions; exposure to high noise levels and require wearing hearing protection.

# Travel Requirement

Not applicable for Grants/Contracts Program Specialist

# Career Path

Grants/Contracts Operations Analyst, other professional positions

Additional training/education or equivalent experience, as well as business need, are required for movement into higher level jobs.

# Disclaimer

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification.  They are not intended to be construed as an exhaustive list of all responsibilities, duties and /or skills required. This job description is not an employment agreement and /or an expressed or implied contract. Management has the right to alter this job description at any time without notice.