

## **GRANT COMPLIANCE OFFICER**

### **DEFINITION**

Under general direction, prepares documentation and reports as required under various grants; reviews fiscal and performance activities with regard to grant compliance; responsible for the development, maintenance, and tracking of a Departments performance; performs a variety of difficult, complex and specialized information gathering, information preparation, and public relations assignments; and to do related as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class responsible for providing a variety of **grant related** support services in office administration, including fiscal services, record keeping and reporting to meet grant requirements, coordination special projects and multi-agency projects as well as providing support and assistance to other office personnel as required. Responsibilities may include supervising, overseeing and performing a variety of administrative, staff and office management functions. Continued employment in this class is contingent upon available funding.

### **REPORTS TO**

A County Department Head or other Management position as designated.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Various Office, Fiscal and Program Support staff depending upon the Department to which a position is allocated.

## **GRANT COMPLIANCE OFFICER - 2**

### **EXAMPLES OF DUTIES**

- Provides program oversight to ensure compliance with grant requirements.
- Maintains program records.
- Compiles a variety of statistics and data.
- Prepares required reports.
- Assists with the development, maintenance and tracking of various grants.
- Has responsibility for the development, control and maintenance of special grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Performs a wide variety of specialized office administrative support and staff support assignments, may supervise and evaluate assigned staff.
- Gathers, organizes and summarizes a variety of data and information.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and public.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; correct hearing and vision to normal range; verbal communication; driving; use of office equipment including computers, telephones, calculators, copiers and FAX.

### **KNOWLEDGE OF**

- Grant compliance and administration.
- Interviewing and record keeping techniques.
- Report writing skills.
- County policies, rules and regulations.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval system.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training and staff evaluations.

## **GRANT COMPLIANCE OFFICER - 3**

### **ABILITY TO**

- Prepare clean, concise and accurate records and reports.
- Provide a variety of program support services.
- Handle county claims procedure and understand budgeting.
- Analyze, interpret and apply policies, rules and regulations.
- Gather, organize, analyze, and present a variety of data and information.
- Perform a wide variety of complex and specialized Grant administration and support work for an assigned Department.
- Supervise, train and evaluate the work of assigned staff.
- Interpret, explain and apply a variety of Grant policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Prepare and maintain grant funding records and reports.
- Exercise significant responsibility in the development, maintenance, and control of Grants.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Establish and maintain cooperative working relationships.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least two (2) years of office administration experience or grant management including fiscal experience.

Advanced educational training (two years college courses in business, accounting or related field or AA degree) in accounting or other relevant skills may be substituted for (1) year of required experience.

The equivalent to a Bachelor's Degree in Business Administration or a related field is desirable.

### **SPECIAL REQUIREMENTS**

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.