



CLASS SPECIFICATION

GRANTS AND CONTRACTS SPECIALIST

JOB SUMMARY: Performs advisory and complex technical administrative work in managing interdepartmental and interagency grant and contract activities.

CLASSIFICATION STANDARDS

Positions allocated to this classification are responsible for administering and managing grants and federal and state contracts under the direction of the Grants Administrator. Work is performed with considerable independence and is distinguished from other Grant/Contract classifications by responsibility for the activities of multiple departments.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following.)

Serves as the primary point of contact with the funding agencies and liaison between the funding agency and department or office performing work under the award for all budgetary and contractual matters.

Ensures compliance with all grant terms and conditions, related circulars and Code of Federal Regulations, as applicable.

Finalizes and submits all documentation to the funding agency, including applications, certifications and assurances, programmatic and fiscal reports, awards and amendments, and close-out packages.

Conducts orientation meetings with departments and offices who are award beneficiaries and coordinates overall management and compliance with terms and conditions throughout the life of the award.

Provides technical assistance, as needed, to departments and offices preparing applications for funding.

Reviews and approves budget change requests to ensure budget matches approved award budget.

Monitors expenditures for compliance.

Coordinates the development of subrecipient contracts and ensures fully executed contracts are in place.

Provides training and technical assistance to subrecipients to ensure compliance with all terms and conditions, regulations and applicable circulars.

Monitors subrecipient performance and compliance and develops corrective action plans, as necessary.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: Bachelor’s degree from an accredited university or college and three (3) years of progressively responsible professional grant/contract management or auditing experience OR an equivalent combination of education and/or related experience that provides the necessary knowledge and abilities. Experience working with federal grants preferred.

Demonstrated working knowledge of CFRs, OMB A-133 and A-87, and other circulars related to administrative and cost principles for local governments and nonprofit organizations.

BEHAVIORAL STANDARDS:

Respectful, courteous, and friendly to customers, other County/Court employees, and County/Court leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION FACTORS

Most training & education regarding grants management, contracts administration and monitoring experience is obtained in the industry and not in formal University study. The following types of experience are preferred:

- Grant Accounting and Contract Management
- Governmental Fund Accounting, GAGAS and GASB
- Financial Reporting, GAAP and Grant Reporting Requirements
- Budgeting, Job Costing, relative to grants, contracts and cooperative agreements
- Single Audit Act A-133, OMB Circulars Administrative and Cost Principles
- Fraud, Waste & Abuse Training and Ethics Law
- Subrecipient, Subcontractor, and Pass Through requirements
- BARS Accounting System Training

Considerable Knowledge of:

- procurement regulations and requirements pertaining to grants and use of federal and state laws.
- federal and state grant funding agencies, regulations and requirements related to management and compliance expectations.
- General Accepted Governmental Auditing Standards (GAGAS) and financial reporting requirements for grant funds and federal entitlement programs. Knowledge of the Generally Accepted Accounting Principles (GAAP) and GASB’s related to revenue and expense reporting.

- the Single Audit Act A-133, CFRs, and the OMB Circulars related to Administrative and Cost Principles for Local Governments and Non-Profits is mandatory.
- the federal and state funding cycles and processes pertaining to funding uses timelines and availability.
- RCW's and WAC's – Laws of the State of Washington
- Federal Procurement Regulations
- Computerized accounting applications as required by the position

Ability to:

- Develop, implement and maintain controls for grants and contracts;
- Communicate clearly and concisely, both orally and in writing;
- Research laws, regulations, federal, state and local guidelines, and internet information related to grant opportunities and cycles;
- Establish and maintain effective intra- and interdepartmental working relationships with elected officials, department heads and employees;
- Read, comprehend and apply county accounting procedures and BARS regulations;
- Analyze and interpret fiscal and accounting records.

Skilled in the use of computer and programs related to the job.