

CLASS TITLE: EMERGENCY MANAGEMENT GRANTS SUPERVISOR

Class Code: 02645100

Pay Grade: 31A

EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform analytical and fiscal, consultative, administrative, and technical work in managing State and Local emergency exercise and preparedness grants for a major emergency program in the Finance & Grants Branch of the Rhode Island Emergency Management Agency; to plan and organize branch fiscal program activities; coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government; and participate in major preparedness, response, recovery and mitigation operations; to interact with all state agencies, Rhode Island municipalities and other political subdivisions, volunteer organizations, tribal and private enterprises, to schedule, conduct, deliver and evaluate emergency management and homeland security training programs statewide; to perform Emergency Operations Center duties as needed during incident; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgment and initiative in supervising and organizing the branch's planning or program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of a professional and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To perform as a specialist in planning, implementation, management and evaluation of a large complex grant program (both disaster and non-disaster grants) or group of programs in one field where responsibilities are assumed for program development, liaison and coordination with federal, state and community agencies and organizations, program implementation and administration, program monitoring and assessment.

To perform specialized duties in the area of grants management to be sure agency and program goals are met.

To manage the day to day operational aspects of the grants management unit and supervise the work of the grants management staff.

To assist in planning and organizing program activities, coordinating projects and negotiating programs with the Federal Emergency Management Agency (FEMA).

To recommend the development of internal procedures to facilitate work flow for the grants management unit.

To gather information related to program areas, assist in developing goals and objectives, evaluation standards, timetables, and agency policy for grants program areas as well as individual projects.

To perform research to support the application for and disbursement of grants including needs analysis, regulations and other document review to help determine priorities at the agency and

local level.

To develop, maintain and/or update complex grant spreadsheets/databases from which information/reports on grants and grant programs may be assembled.

To develop and provide clarification of written materials preparatory to formal approval, including handbooks, policies and procedures, guidelines, plans, annual reports and other documents as required.

To develop tools such as checklists and guides to assist other grants and program staff in the performance of their job duties.

To provide technical assistance to program managers and other professional staff, pertaining to grant guidelines, the permitted use of grant funds, program management, financial audits management and on-site monitoring as applicable.

To coordinate and conduct monthly internal program management meetings to review spending, available balances, project compliance and spending deadlines.

To monitor the use of grant monies awarded to the agency to ensure adherence to all terms and conditions.

To assist the Finance & Grants Branch Chief and Finance Supervisor in reconciling all project expenses, matching funds and requests for payment to ensure compliance with contract/grant terms.

To provide assurance that grant funds are used for the purposes for which they are allotted by overseeing on-site compliance monitoring at the local level and reviewing internal agency request forms submitted for the procurement of goods and services.

To provide training to public sector sub-recipients, local officials and other partners on such topics as grants applications, grant policies and procedures, regulatory requirements, program and financial compliance, environmental review, reporting, document collection for monitoring and reimbursement activities, and grant close-out to enhance the likelihood of success.

To develop requests for grant proposal and disseminate them to various potential sub-recipients, and make them aware of possible funding opportunities.

To participate in developing grant objectives, and strategies to achieve them.

To oversee, review and help evaluate and rank program proposals and applications for conformance with regulations and state goals, recommending approval or rejection.

To prepare determination letters.

To monitor and assess ongoing grant and contract activities and programs for conformance to reporting requirements, general budget and timetable guidelines and program effectiveness.

To provide recommendations for improvement to sub-recipients that will allow them to more properly execute grants provisions.

To conduct reviews of final program reports, interim and final audits, and other closeout data for all applicable grant programs.

To interface with federal funding sources and assist in preparing responses for site visits and federal audits regarding grant program activity.

To serve as a programmatic resource to departmental and agency leadership in the decision-making process by providing grant information, analyses and guidance, and advising management about issues of concern, as they occur.

To participate in major preparedness, response, recovery and mitigation responsibilities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the principles and techniques of public administration; a thorough knowledge of the background and objectives of emergency management programs at the local, state and national level; a thorough knowledge of the organizational structure and management techniques of State and local government; a thorough knowledge of grant administration and compliance monitoring; the ability to provide training to public sector units regarding grant opportunities and to instruct grant applicants on the proper way to document and complete grant forms from application to close-out; the ability to create and maintain complex spreadsheets to record grant awards and expenditures; the ability to interpret and apply complex laws, rules, regulations and policies and the ability to apply various technical guidelines and methodologies related to agency grants; the ability to foster and grow the whole community concept with co-workers, agency staff, federal partners and sub-recipients the ability to comprehend computer applications for program management and grant administration; the ability to organize and maintain electronic and hard-copy records systems; the ability to present accurate and concise reports of findings, conclusions and recommendations related to agency grants; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Bachelor's degree in emergency management, homeland security, fire and life safety, or related field such as risk management or continuity planning; and Experience: Such as may have been gained through: Considerable experience in emergency management in a private, local, state or federal emergency management agency similar public safety related organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

At the time of appointment:

1. Must obtain and maintain a valid Motor Vehicle Operator's license.

Within six (6) months of appointment (subject to course availability):

1. Must obtain and maintain certificates of training for ICS 100, 200, 300, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.

Class Created: February 19, 2017