

CLASS TITLE: FEDERAL AID PROGRAM COORDINATOR (DEM)

Class Code: 02592500
Pay Grade: 32A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management, in the area of federal aid program coordination and fiscal administration, to be responsible for a division's federal grants program management and fiscal matters including budgets, cost accounting, grant in aid, property management and capital improvement initiatives; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a divisional superior with wide latitude for the exercise of independent judgment and initiative; work is reviewed through conferences and reports for results obtained and for conformance with established policies and objectives.

SUPERVISION EXERCISED: As required, plans, coordinates, supervises and reviews the work of a staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Environmental Management, in the area of federal aid program coordination and fiscal administration:

To be responsible for a division's federal grants program management and fiscal matters including budgets, cost accounting, grant in aid, property management and capital improvement initiatives.

To review all state project proposals to ensure that they meet the federal government agency's federal aid requirements as detailed in their federal aid handbook.

To review and evaluate a division's project proposals to ensure compliance with statutes as the Sport Fish Restoration Act, its associated regulations, as well as other applicable federal laws.

To monitor funded projects and manage account balances in the various federal aid programs as well as local and state funding programs ensuring that resources are being used properly and project goals and objectives are achieved.

To compile, analyze and present statistical and financial reports reflecting expenditures, unencumbered funds and projections of future requirements.

To coordinate federal aid grant documentation including applications, grant awards and performance reports.

To prepare or assist in the compilation of a yearly budget.

To review the divisional budget to ensure the fiscal integrity and proper allocation of the division's federal grant programs.

To monitor projects in progress and oversee the funding of a division's real and personal property management system to make certain they are executed in accordance with the terms of the grant agreement.

As required, to provide oversight to federal aid grant programs that fund hunting and fishing licenses, conservation stamps and special permits.

As required, to provide specific information about all recently completed, on-going, or planned projects for the state related to the Sport Fish Restoration Program.

To participate in staff meetings and conferences focusing on the development of programs in cooperation with other administrative personnel, and to interpret the federal and state laws and regulations as related to the Federal Aid grant programs.

To assist superiors with strategic financial planning of the annual budget, and may act as a Division Deputy Chief, when authorized.

To serve as liaison between the various divisions and state agencies, and to exercise administrative direction over programs within the division that are essentially financial in nature.

To coordinate and provide training and technical assistance to state and contract personnel.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the federal and state tax laws administered by the Department of Environmental Management; a thorough knowledge of the principles, practices, and techniques of accounting management and public administration; the ability to apply such knowledge in planning, directing, and administering a division wide fiscal program; a thorough working knowledge of the state agricultural, forestry, and/or fish and wildlife grant reports and the ability to prepare performance reports; the ability to prepare, analyze and present divisional budgets and estimates of anticipated expenditures and receipts; the ability to provide guidance staff engaged in projects and research activities for the protection, development and effective utilization of agricultural, forestry and/or fish and wildlife resources; the ability to monitor and manage account balances in federal aid programs as well as local and state funding programs; the ability to advise, cooperate with and provide consultation services while maintaining an effective working relationship with federal and state officials and agencies, community organizations and the state legislature on matters involving agricultural, forestry, and/or fish and wildlife resources; the ability to assist superiors by relieving them of administrative details; the ability to supervise, manage, coordinate and train subordinate staff, as required; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree with specialization in Accounting, Business Administration, Finance or Public Administration, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible capacity involving fiscal or business management in the private sector or with a state or governmental agency; employment involving the effective performance of advanced professional administrative work in the application of fiscal techniques and practices as they relate to natural resources grant administration, expenditures and/or program resources utilization.

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

Class Revised: March 25, 2012