

SNOHOMISH COUNTY CLASS SPECIFICATION

GRANTS ADMINISTRATION MANAGER

Spec No. 1055

BASIC FUNCTION

To plan, coordinate, supervise and manage the operations of the Grants Administration Division of the Department of Budget and Finance.

STATEMENT OF DUTIES

1. Plans, coordinates and supervises the operations of the Grants Administration Division which is responsible for administering, monitoring and evaluating grant funded contracts for compliance with state, federal and local regulations and guidelines; develops work plans, monitors actual progress and assesses employee performance against goals and objectives; coordinates division activities with other county departments and divisions as required.
2. Directs and supervises the work of subordinate staff; establishes staffing and scheduling requirements; recommends various personnel actions to the department director, including selection, promotion, reassignment and discipline.
3. Personally trains or provides for the training of subordinate employees; responds to employee questions; reviews staff decisions in relation to departmental policies and objectives.
4. Reviews and analyzes grants and office policies and procedures; develops and recommends new and/or improved policies and procedures; coordinates the implementation of policies and procedures with other division and departmental managers as necessary; communicates and enforces grants compliance procedures as necessary.
5. Serves as county representative or lead for multi-funded projects; coordinates activities of other county employees, mayors, state and federal officials.
6. Serves as liaison between the County Executive, County Council and other governmental agencies such as the Department of Housing and Urban Development, and state and federal auditors; provides information, advice and analysis to county officials and participates in meetings; responds to audit and media inquiries as required.
7. Personally provides or supervises the providing of technical grant related advice and assistance to other agencies such as cities, towns, nonprofit corporations and junior taxing districts.
8. Supervises and/or personally conducts reviews of grant related contracts and budgets; reviews and analyzes budget action requests for the Grant Control Fund; reviews, analyzes and approves or declines requests for project budget revision and cost overrun allocations.
9. Prepares the division's annual budget; administers the approved budget and monitors expenditures.
10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business or public administration; PLUS five (5) years experience in grants monitoring and administration; OR, any equivalent combination that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of effective supervision;
- funding sources and grant application and documentation procedures;
- state and federal laws, regulations and guidelines relating to grant contract administration;
- contract administration practices and procedures.

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees;
- evaluate procedures and analyze operations and take effective action to correct deficiencies and resolve problems;
- develop program plans and evaluate work accomplishments;
- read and interpret and apply laws, rules, regulations and legislation governing department operations;
- analyze, interpret and communicate complex financial information;
- establish and maintain effective work relationships with state and county officials, department heads, associates, subordinates, officials of other agencies and with the general public;
- communicate effectively both orally and in writing;
- prepare a variety of correspondence, reports and other written materials.

SUPERVISION

The employee reports to the Budget and Finance Director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee supervises clerical and professional level employees.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: June 1977 as Grants Fiscal Director

Revised: July 1987

Spec No. 1055

EEO Category: 2 – Professionals

Pay Grade: 247 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous