



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Grants Specialist	<b>Grade:</b> 15
<b>Division:</b> Administration	<b>Job Code:</b> 0594
<b>Reports To:</b> Federal Aid Coordinator	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the direct supervision of the Federal Aid Coordinator, assist in the coordination of all federal grant programs. The Grants Specialist is responsible for working with agency grant project leaders in planning, developing, and preparing complete grant application packages. Review grant performance reports, reimbursement requests and financial reports. Coordinate pass-thru grants to sub-recipients. Provide assistance and training to agency employees regarding federal requirements, online systems, compliance, etc. Support agency audits as needed. Assist supervisor with other administrative duties as assigned.

### JOB DUTIES:

Learn and interpret federal regulations and guidance materials for grant project leaders. Develop guidance materials and assist with training of project personnel.

Learn online federal grant systems, provide training and support to agency staff as needed.

Review grant packages and prepare for submission, working closely with Department project leaders. Review project statements, assist with review or development of grant budgets, complete federal forms for grant applications, compile compliance documents, etc. Review grant award letters received and relay to project leaders.

For pass-through federal grants, assist with risk assessment, create and maintain cooperative agreement and purchase order, report sub-award in federal system, and review invoices.

Review monthly and quarterly requests for reimbursement under federal grants.

Review grant performance reports, format, and work with project leaders for edits as needed.

Review financial performance reports.

Assist Divisions with a variety of compliance coordination (National Historic Preservation Act, Endangered Species Act, Americans with Disabilities Act, etc.).

Monitor grant agreement time periods, eligible activities and reporting requirements, and assist supervisor in monitoring compliance with grant requirements and communicating with project leaders and/or sub-recipients.

Review schedule of federal financial assistance for annual audit, assist in preparation of other materials for auditors, and provide additional support for audits as needed.

Communicate benefits of federal aid programs to general public, agency constituents and agency personnel.

### Must have the ability to:

- Lift and carry materials up to 40 pounds.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment.
- May be required to work extended hours and weekends.

- May be required to travel with possible overnight stays.

**REQUIREMENTS:**

**Education:** Requires a bachelor's degree in either Business, Accounting, Fisheries or Wildlife Management, or related degree from an accredited college or university. Course work in both Business and Accounting is preferred.

**Experience:** Requires one (1) year previous related experience.

**Knowledge and Skills:** Must have the ability to administer and manage multiple complex projects with deadlines, simultaneously, in coordination with others. Skilled at critical thinking, problem identification and solving, and careful analysis of the effect of solutions on others. Adaptable to changing regulations and guidance. Have knowledge of basic accounting principles and practices. Must be able to utilize personal computers and applicable software, such as the Internet, E-mail, word processing, spreadsheets, and several specialized software platforms. Must be able to effectively communicate both orally and in writing to convey information to the public, media, and colleagues. Must be able to exercise good judgment in analyzing situations and making decisions.