



MDA-ASSOCIATE MANAGER SENIOR, GRANT PROGRAMS

Characteristics of Work

This is senior level professional work involved in the planning, implementation, management, and monitoring of contracts. Incumbents in the position are responsible for reviewing and rating applications; coordinating the review process; providing technical assistance to unfunded communities and division staff; conducting workshops; and meeting with local officials. Other duties include making recommendations; conducting on-site visits; managing program income; ensuring compliance of federal requirements; and developing support to improve programs. Supervision is received from an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Identifies funding and/or enhancement opportunities which benefit the work force.

Composes/prepares proposals, concept, papers, and/or policy initiatives.

Plans implementation and policy strategies and organizes resources.

Provides training/instruction/technical assistance to ensure compliance with plans.

Reviews grant application and prepares data entry for recommendation.

Establishes procedures to regularly check all areas of compliance.

Disseminates policies/procedures to appropriate entities.

Issues bulletins and other instructional materials to inform granters/contractors of program/policy change.

Budgets grant funds.

Develops project and leverage funds, prepares reports and writes grants or contracts.

Organizes program activities.

Coordinates projects with staff members to achieve objectives.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Develops and manages specific plans following appropriate regulations and other established guidelines.
2. Establishes policies and procedures for funding and initiatives granted through the state to ensure compliance and provides grant and contract management.

3. Prepares and manages annual budgets for programs.
4. Promotes and implements programs and activities.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in business administration, public administration, or a related field,

AND

Experience:

Three (3) years of experience in work related to the above-described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, public administration, or a related field,

AND

Experience:

Four (4) years of experience in work related to the above-described duties;

OR

Experience:

One (1) year of experience as a MDA-Associate Manager Intermediate, Grant Programs.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.