

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

<b>Position Title:</b>	Grants and Contract Manager
<b>Reports To:</b>	Finance Director
<b>Supervises:</b>	Grants and Contracts Specialists
<b>FLSA Status:</b>	Exempt
<b>Pay Grade:</b>	7

### General Duties:

The purpose of this position is to perform a variety of professional, administrative, and managerial duties related to planning, directing, organizing, and controlling the grants management functions of the Fiscal Division. This position will ensure delivery of assigned duties and program services in accordance with the Agency Vision, Mission, and Values and applicable program contracts, manuals, and guidelines.

### Specific Duties and Responsibilities:

- Under the general supervision of the Finance Director, manages grant specialist personnel and delegates assignments; reviews performance and makes recommendations affecting job retention, advancement, and discipline; participates in the recruitment and selection of division grant specialists; develops and conducts staff training; determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; issues written and oral instructions; assigns duties and examines work for exactness and conformance to policies and procedures; monitors staff customer service efforts and generally directs grant specialist activities to achieve effective internal and external stakeholder relations.
- Coordinates the development and preparation of annual grant budgets; coordinates budget development process with various RPC divisions; forecasts revenue and expenditures; provides division heads with information and recommendations for efficient fiscal administration; recommends rules, regulations, policies, and procedures and implements the same upon approval; assures RPC fiscal activities conform to statutory and generally accepted grant accounting principles.
- Manages RPC cash flow processes; tracks and monitors cash balances; prepares grant budget adjustments as required; maintains accounts; performs general and grant budget analyses related to revenues, expenditures, grant ending balances, etc. performs various

monthly tasks, i.e., processing grant budget adjustments and modifications, financial statements, grant reimbursement requests, monthly reporting required by grantor funding agencies.

- Monitors Illinois Grant Accountability and Transparency Act (GATA) grantee portal including submission of Internal Control Questionnaire, acceptance of grant awards, audit submission progress. Prepares in collaboration with Finance Director, submits, and monitors approval of annual agency indirect cost rate; maintains monthly provisional fringe and indirect rate application and reporting, year-end projections.
- Coordinates fiscal monitoring reviews and annual external audit; directs and coordinates year-end closing functions; prepares single audit data and GATA Consolidated Year End Financial Report; prepares annual financial reports and historical reports; serves as internal grant auditor; examines and verifies the accuracy of all reports, vouchers and accounts including federal and state funding grant accounts; monitoring billing and collection procedures; and assures compliance with established grant budgets.
- Directs and manages financial and accounting activities related to grants awarded to the RPC; assures proper and timely reporting of grant fund utilization; assures compliance with grant regulations; coordinates timely requests for grant disbursements and reimbursements; oversees financial administration of special grant funds or accounts.
- Supports grant procurement and purchasing; monitors revenues and expenditures and appraises management of revenue shortfalls, expenditure overruns, and non-compliance situations; accounts for the proper administration of purchase orders, requisitions, vouchers, and contracts.
- Supports grant procurement practices; assures proper competitive pricing and bidding for contracts, services, and purchases; oversees the ongoing education and training of RPC staff related to procurement policy, practices, and procedures.
- Manages grants receivable processes; organizes and supervises the process for receiving and disbursing RPC grant finances, as well as maintain complete and accurate records of all financial transactions; creates accounts and sub-accounts as needed to monitor fund allocations and disbursements; monitors and reviews fund balances; directs or delegates the preparation of grant billings and various other charges to external agencies.
- Oversees and directs the management of payroll processing and accounting; assures all payroll actions are supported by proper documentation and authorization, monitors the creation of various payroll reports and reviews for quality and accuracy.
- Directs the management of RPC assets; ensures that all equipment and assets are properly identified and assigned to proper divisions; assures integrity of asset accountability by performing periodic asset audits and directs the maintenance of records as needed.

### **Mandatory Knowledge, Skills, Abilities and Other Qualifications**

- Thorough knowledge of generally accepted government accounting principles, practices, and procedures (GAAP, GASB); public finance and fiscal planning, county operations including applicable laws and regulations; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including federal and state sources; procurement policies and practices; computer accounting applications and various software financial platforms; business and technical writing; interpersonal communication skills. Considerable knowledge of computer technologies; special grant program requirements; principles of management, supervision, and employee motivation.

- Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining relationships with federal, state, and local officials, elected officials, and subordinate staff.
- Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make adjustments; prepare and analyze complex financial reports; compose formal documents, reports, and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

### **Required Knowledge, Skills, Characteristics and Abilities:**

- Bachelor's degree in business or public administration, finance, accounting, or related field.
- One year of progressively responsible experience related to the above duties; supervisory experience in a governmental agency preferred.

OR

- An equivalent combination of education and experience.

### **Essential Functions:**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Sitting/standing at a desk approximately 90% of workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Ability to make effective decisions that result in achieving goals of the department and organization.

### **Competencies:**

- **Decision-Making and Analytical Skills:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements. Perform professional level work requiring a wide range of administrative, technical, budgeting, finance, legal or managerial methods applied to complex problems.
- **Leadership and Communication Skills:** Possess advanced analytical and influencing skills. Must have the ability to manage grants, contracts, projects, and processes across functional areas. Must have the ability to apply best practices and the workforce team's talent to add value to the public workforce system through successfully:
  - Leading a team and building strong community relationships
  - Researching, writing, and implementing grant agreements

- Engaging with state and federal officials to stay current on legislation, new developments, and policy and program interpretation
  - Innovating with community and employers to offer new or enhanced workforce training and career advancement opportunities
  - Understanding the culturally diverse needs across the region and align workforce development strategies to remove barriers
  - Managing multi-year grant budgets with complex revenue streams
  - Formulating and executing strategic plans and developing innovative initiatives.
- **Leadership:** Drives progress by setting a good example. Translates the organization's vision and objectives into challenging and meaningful goals for others. Recognizing top talent and cultivating other's potential.
  - **Motivation to Succeed:** The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.
  - **Project Management:** Able to see project from inception to completion. Ability to keep project moving forward toward successful completion in the face of aggressive schedules and discouraging developments.
  - **Cultural Competency:** Demonstrates the ability and understanding to appreciate and interact with people from cultures or belief systems different from one's own such as age, gender, ethnicity, and race in the most fair and productive way.
  - **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.
  - **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience.
  - **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
  - **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
  - **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies

on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.

- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.
- **Civility:** Ability to authentically communicate one's own personal ideas, while also respecting and not dismissing other peoples' outlooks. Ability to think deeply about respectful interactions, foster collaboration, and successfully encourage others to make effective decisions that result in achieving goals of the department and the organization.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Attention to Detail:** Pays close attention to detail to avoid errors or mistakes.

### **Work Environment:**

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Office work may also be performed in a home-work environment that meets compliance with the telecommuting policy with consent of supervisor.

### **Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

10/24/2022