

PCN	08X199
JOB TITLE	GRANTS COORDINATOR
LOCATION	ANCHORAGE
RANGE	18
REPORTS TO	GRANTS MANAGER (08X127)
FLSA EXEMPT	NO
REVIEWED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
APPROVED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
EFFECTIVE DATE	DECEMBER 17, 2024

### Position Purpose:

Working closely with the Grants Manager, this Grants Coordinator position provides support in the management of complex federal and state grants and reimbursable service agreements (RSAs), from solicitation to closeout, with a primary focus on the Infrastructure Investment and Jobs Act (IIJA) grants from the Authority to entities across the state. This position also assists with the financial reporting functions necessary for compliance.

### Essential Functions:

#### Grants Duties:

- Coordinates and provides support in finalizing grants, solicitations, applications, and awards. Works with applicants, project managers, management, finance, and procurement to develop scope of work, budget, and timeline for grant award documents and to assist with internal review, ranking, evaluation, scoring, and assignment of competitive grant proposals. Also develops the forms, format, and award conditions for the grants.
- Provides support in reviewing completed grant documents for consistency with grant requirements of the Authority or those imposed by the funding agency, other than that of the Authority. Provides recommendations or solutions to the Grants Manager if there are issues or conflicts with the documents as prepared.
- Updates grant templates based on current laws, regulations, and other authoritative guidance and requirements to ensure AEA is in compliance with grant reporting and any other compliance requirements.
- Responds to questions from applicants, grantees, program managers, finance staff, and management regarding grant solicitations and the application, the status of grant awards, reporting requirements, and other requirements of the particular funding source or grant. Coordinates with the Grant Manager as required.
- Assists with tracking federal awards, including expiration dates, funding levels, and scope of work. Prepares grant amendment documents as needed, and routes for internal approval. Provides assistance submitting all federal applications to the federal agency after internal approvals received.
- Provides assistance with the grant closeout process.
- Assists with the establishing and evaluating of operating procedures for the grants administration function. Provides training to staff on grant operating procedures.

- Coordinates bi-weekly meetings with Project Managers to gather reporting information.
- Provides assistance with monitoring and administering Federal website access and authorized users.
- Provides support to the Grant Accounting Section of Finance for financial reporting as needed. This would include creating financial reports and assisting with year-end audit tasks.

Reimbursable Services Agreement (RSA) Financial Administration:

- Provides backup support as required to the Senior Budget Analyst as required for RSAs and amendments based on input from project managers, management, finance, and other state agencies for AEA.

**Work Demands**

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

**Rating**      **Description**

**Not Required (N):** Not required of this position.

**Present (P):** Requirement is present, but is **not** essential to the position.(For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

**Occasional (O):** Required 33 percent of the time or less **and** essential to the position.(For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

**Frequent (F):** Required over 33 percent of the time **and** essential to the position.

Physical Requirements	Rating			
	N	P	O	F
Sitting		P		
Walking		P		
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			

Squatting or kneeling	N			
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks		P		
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance – when driving		P		
Seeing objects peripherally – when driving		P		
Using depth perception – when driving		P		
Seeing close work (e.g., typed print)				F
Distinguishing colors	N			
Hearing conversations or sounds				F

Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

Work Environment	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			

Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

Other Work Demands	Rating			
	N	P	O	F

**Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.**

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Describe the Level of Authority and Independence the Incumbent of the Position Exercises.**

N/A

**Special Requirements of this Position, if not listed above:**

Technology, Equipment, Systems, and Tools

- Requires intermediate skills in Excel, word processing, database software, email, and general office equipment.

Critical Knowledge, Skills, and Abilities:

- Ability to work effectively with a variety of individuals, able to draft grant agreements and amendments that reflect the grant regulations, requirements, policies, and procedures of the Authority or other funding agencies. Ability to review the work of others who may also prepare grant documents as any work in progress related to grants is reviewed by this position.
- Knowledge of how to collaborate and negotiate with grantees, project managers, management, finance staff, procurement staff, and others to identify common needs, standardize grant agreements, eliminate duplicative efforts, and work to streamline the grant process, set deadlines for processing grant documents, and evaluate subsequent actions related to completing grant documents to meet the Authority's timeline.
- Ability to interact with individuals at all levels of responsibility, job duties, or understanding. Ability to effectively offer assistance with grant programs - if eligible and if not, then offer alternatives. Knowledge of grant-related procedures and opportunities.

- Strong skills in evaluating, directing, and coordinating operating procedures and internal controls for the grants administration function, ensuring compliance with federal and state laws, regulations, guidance documents, policies, and procedures.

**Desired Qualifications:**

Bachelor's degree in accounting, business, or a related field and at least one year of experience working with grant management. Related experience may be substituted for the educational requirements.

**Distinguishing Characteristics:**

*(for flexibly staffed positions only – list differences between one level of the position to each other level)*

**Supervision:**

*(List PCNs and titles of positions this position supervises)*