

ANNOUNCEMENT NO: CAH-20-02	POSITION TITLE: Grants Management Specialist
GRADE: CS-0301-11	SALARY RANGE: \$61,521-\$79,314
OPENING DATE: 06/01/2020	CLOSING DATE: 6/05/2020
NO. OF VACANCIES: 1	TOUR OF DUTY: 9:00 a.m.-5:30 p.m.
TYPE OF APPOINTMENT: Career Service	DURATION OF APPOINTMENT: Term
AREA OF CONSIDERATION: Agency Only	LOCATION: 200 I Street, SE

INTRODUCTION

This position is located in the DC Commission on the Arts and Humanities, Executive Office of the Mayor. The DC Commission on the Arts and Humanities is the official arts agency of the District of Columbia.

The purpose of this position is to perform a wide variety of duties related to the development and implementation of grants procedures, grant application review and evaluation, grant awards and community engagement.

MAJOR DUTIES

Provides customer service with potential grant applicants and grantees to clarify, interpret and resolve issues associated with CAH grant programs, and ensures grant programs are in compliance with District and agency policies and procedures.

Administers grants applications and awards documentation. Ensures that all grant reporting requirements are strictly adhered to, consistent with local and Federal law and policy. Collaborates on the formulation of the grant guidelines, application criteria, application questions, panel membership and documentation for grants maintained by the agency.

Coordinates review of applications by grants panels, including initial selection of grant panelists, panel operations and convenings. In collaboration with agency leadership and the Supervisory Grant Management Specialist, administers the evaluative methods to assess grantmaking progress and outcomes. Assembles and reports grant-related data and reports of particular grant programs.

Monitors grants and grant-related activities consistent with the agency's directives, grantor regulations and District of Columbia grants policies and procedures; gathers and inputs grants data and information in the agency's aggregated database; ensures grantee payments and reporting is conducted in a timely manner; conducts technical assistance workshops on the grants applications and programs. Provides technical support to constituents. Represents the agency at meetings related to the grants division as assigned.

Conducts periodic site visits of grantees as part of monitoring and control of the grant awards, and cultivates positive and supportive relationships. Reports findings to the supervisor, manager and/or executive leadership in a timely manner. Provide feedback on grant programs to enhance program effectiveness.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED FOR THE POSITION

Knowledge of a wide range of concepts principles, and practices of grantmaking program. Knowledge of CAH's and policies and procedures. Comprehensive knowledge of and familiarity with grants processing, and of District and Federal guidelines relative to financial management and record maintenance, grants principles, procedures and guidelines, and fiscal and grant monitoring.

Comprehensive knowledge of and best practices in grantmaking, and grant writing. Ability to resolve grant applicant and grantee concerns within the established guidelines of multiple grant programs. Ability to gather, assemble and analyze facts, to address concerns and, to devise solutions to assigned problems.

Excellent communication skills both orally and in writing. Ability to communicate clearly with grantees, stakeholders, the general public and colleagues within the agency and throughout District government.

Working knowledge of general computer office software, and proficiency in the use of operating a personal computer. Working knowledge on the use of agency grants management software, and a willingness to learn new technology associated with assigned work tasks.

SUPERVISORY CONTROLS

Works under the general supervision of the Supervisory Grant Management Specialist, who provides general direction as to the desired final solution, and sets overall goals and objectives to be accomplished, however, the incumbent is responsible for planning and carrying out the assignments, resolving most conflicts that arise and coordinating the work with others, as necessary. The incumbent keeps the supervisor informed of progress and potentially controversial matters or matters of import. Completed work is reviewed only from an overall standpoint of feasibility or effectiveness in meeting requirements and expected results.

GUIDELINES

Guidelines include various types of manuals, policies and procedures established for processing correspondence, performing research or preparing reports. Other guides include the District Personnel Manual, OPGS Citywide Grants Manual and Sourcebook, agency regulations, directives or guidelines in dealing with issues that affect or impact the agency. Incumbent exercises sound judgment in choosing, interpreting, or adapting available guidelines to specific issues or subject. Many situation are not covered by the guidelines, and therefore, require interpretation and adaptation.

COMPLEXITY

The work typically includes varied duties that require many different and unrelated processes and methods. Decisions regarding what needs to be done include the assessment of unusual

circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions and using independent judgment in interpretation of policies and procedures, using critical thinking and analysis to solve problems, planning work, setting priorities and proposing refinement of the operational procedures. Adaptability and flexibility are essential and incumbent must exercise discretion and judgment in determining proper course of action.

SCOPE AND EFFECT

The purpose of the work is to administer grants awarded by the agency and to help ensure the proper administration of Federal and local grant funds. The work ensures the efficiency, effectiveness and well-managed service delivery to all residents, business owners and visitors.

PERSONAL CONTACTS

Contacts may be with Federal and District government agencies, staff and officials, and private corporations and non-profit organizations.

PURPOSE OF CONTACTS

The purpose of contacts be to influence, motivate, or settle matters involving grants-related issues or to coordinate strategic planning, selection activities and technical assistance activities. The work may involve active participation in conferences or meetings to develop plans, resolve problems, or reach consensus.

PHYSICAL DEMANDS

The work mostly is sedentary. However, there may be some walking, standing, bending and carrying of light items such as books, paper and small boxes. Site monitoring visits and on-site meetings will require travel within the District on an infrequent basis.

WORK ENVIRONMENT

The work is performed in an office setting.

OTHER SIGNIFICANT FACTS

Education and Experience

Applicants must have at least one (1) year of specialized experience equivalent to the CS-09 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience must demonstrate the following: Coordinating grant awards and monitoring grants and grant-related activities.

OR

An equivalent combination of education and experience.

How to Apply: Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

Note: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination

Position Designation: This position has been designated as security sensitive therefore the incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability and as such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable.

EEOC Statement: The District of Columbia Government is an Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.