

**EXECUTIVE DIRECTOR OF GRANTS MANAGEMENT AND
ADMINISTRATION (HMH)**

General Statement of Duties and Responsibilities

This is a management class of positions.

Under the executive direction, acts as the primary administrative liaison between the federal grantor for each award and the fiscal agent. Assists in developing and implementing policy regarding public and health care facility emergency planning; coordinates all grant related materials, including renewal or continuing grant applications, progress reports and all financial statement reports. Incumbent performs related work.

Examples of Typical Tasks

Oversees the day-to-day administration and management of the agency's portfolio of federal grants.

Oversees and leads the annual budgeting and application process for the receipt of awards, working closely with executive staff and other agency stakeholders.

Coordinates the review and submission of agency-wide grant related funding requests. Oversees the tracking of grants, including compliance with funding restrictions and grant requirements. Participates in policy review related to funding.

Collaborates with funded units and program leads to ensure fulfillment of grant requirements. Liaises with all grantors and oversight agencies.

**EXECUTIVE DIRECTOR OF GRANTS MANAGEMENT AND
ADMINISTRATION (HMH) (continued)**

Examples of Typical Tasks (continued)

Identifies and coordinates the researching of grant opportunities and alternate funding strategies.

Effectively communicates and presents critical grant programmatic and fiscal information to divisional leadership as needed.

Assists in the selection of vendors, negotiation of terms and conditions and the development and execution of contracts, payments and contract closeouts.

Oversees quality assurance monitoring of all emergency preparedness grants, assuring correction of any deficiencies.

Directs, supervises and ensures the proper training of staff.

Serves as human resources and labor relations liaison.

Administers on-call alert system during non-emergencies.

Represent senior leadership at meetings as required.

Special note:

Works non-business hours during emergencies and periodic on-call duty during non-emergency periods.

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Qualification Requirements

1. A master's degree from an accredited college in public health, public administration, business administration, public policy, health administration, or a related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning / management, public health, grants administration, contract management or development, financial/fiscal management, program management, budget administration, or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described above; or
2. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. However, all candidates must have a baccalaureate degree and eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.