
Employee's Name:

Position Control Number:

Agency/Division: EMSRB

Activity:

Classification Title: Grants Specialist Coordinator

Working Title: Grants and Financial Manager

Prepared By: Tony Spector, Executive Director

Appraisal Period: to

EMPLOYEE'S SIGNATURE/DATE

SUPERVISOR'S SIGNATURE/DATE

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

POSITION PURPOSE

Under limited supervision, this position provides grants management services for multiple grants, spanning the entire grant process, provides lead work direction to administrative staff and student workers, and assists with the financial management of the EMSRB including budgeting and purchasing responsibilities.

REPORTABILITY

Reports to: Executive Director, EMSRB

Supervises: none. Provides lead work direction to administrative staff (2) and temporary student workers (0-3).

DIMENSIONS

Budget: Approve disbursement of grant dollars of approximately \$2,500,000.00

Clientele: EMS regional systems, Childrens Minnesota, Regions Hospital, Hennepin County Community Health Department, other grantee organizations, other federal and state agencies, federal program administrators, , Minnesota licensed ambulance services, volunteer ambulance personnel, legislative auditor of the Minnesota Legislature, Office of Grant Management, and the staff and board members of the EMSRB.

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
-----------	--	----------	-----------	------------

- | | | | | |
|----|---|---|----|---|
| 1. | <p>Administer all aspects of the state biennial grants to the eight regional EMS systems, execute separate contracts funded by carry-forward volunteer training reimbursements, and administer funds from the seat-belt violations that accumulate in the EMS Relief Account.</p> <ul style="list-style-type: none"> A. Prepare Request for Proposals for regional grants on a biennial basis. B. Prepare grant contracts, including proper encumbrances, and oversee execution of contracts. C. Review monthly invoices and accompanying documentation and authorize payments. Prepare quarterly reports of grant expenditures. D. Prepare award letters and invoice and authorization to issue payment. Maintain a record of all distributions. E. Review regional program audits conducted by outside auditors and report to the EMSRB executive director and board. F. Attend regional program meetings and other public forums throughout Minnesota and testify regarding grant activities. G. Communicate monthly with the Department of Public Safety and others as appropriate to determine the amounts of funds in the EMS Relief Account. H. Develop performance measures/evaluation criteria and assess grantee performance against the criteria. I. Conduct program and financial evaluations and audits and address discrepancies with grantees. J. Work with grantees to resolve non-compliance issues; advise grantees on options for compliance. | A | 30 | A |
| 2. | <p>Manage the following grants and any other grants which EMSRB seeks or obtains so that statutory requirements and statewide goals are met:</p> <ul style="list-style-type: none"> • The federal EMS for Children (EMSC) grant to the Minnesota EMSC Resource Center (Children's Minnesota) and the state grant to the east and west metropolitan Medical Resource Communication Centers: <ul style="list-style-type: none"> A. Prepare grant contracts, including proper encumbrances, and oversee execution of contracts. B. Prepare monthly invoices and accompanying documentation and authorize payment. C. For federal grant(s), prepare and file quarterly and yearly financial reports. D. For federal grant(s), attend out of state federal conferences and in-state EMS conferences. E. Work closely with the EMSC program manager to review and evaluate policy issues related to the execution of the federal grant. F. Execute inter-agency agreements with the Department of Public Safety and Department of Health to make appropriated funds available. G. Maintain liaison with federal and state officials in regard to changes in reporting procedures to ensure that adequate information on federal and state guidelines are met. H. Identify and research grant opportunities consistent with the goals and objectives of the agency and board which includes analysis of the agency's grant-competitive qualities. I. Write grant proposals for federal, state, and other grants including reviewing notice of funding opportunities and requests for proposal, and preparing the grant application including the narrative and financial (budget) portions of | A | 20 | A |

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
-----------	--	----------	-----------	------------

the grant applications.

J. With the EMSC program manager and others, develop operational plans to ensure that grant activities are consistent with federal performance measures.

- | | | | | |
|----|---|---|----|---|
| 3. | <p>Manage the volunteer ambulance personnel training reimbursement program and the ambulance service personnel longevity award in compliance with Minnesota statutes.</p> <p>A. Ensure that a majority of eligible providers participate in the training reimbursement and ambulance service personnel longevity award programs and that reimbursements are accurate, timely, and in compliance with state laws and financial policies.</p> <p>B. Authorize requests for reimbursement and ensure accuracy and eligibility of requests.</p> <p>C. Receive and answer questions for both programs.</p> <p>D. Create and generate financial and narrative reports for both programs.</p> <p>E. Maintain records for both programs.</p> <p>F. Testify before legislative committees and county boards as to program effectiveness and funding needs.</p> <p>G. Draft proposed legislative language for legislative budget increases.</p> | B | 10 | A |
| 4. | <p>In coordination with the Executive Director, manage the fiscal activities of the agency.</p> <p>A. Support the Executive Director in preparing the agency's biennial budget and in monitoring the agency's monthly budget summaries and financial reports to ensure appropriate expenditures and adequate resources.</p> <p>B. Interface with the financial management reporting unit of the Department of Administration Small Agency Resource Team to ensure that EMSRB financial activities are consistent with applicable state statutes and policies.</p> <p>C. Assist the Executive Director by evaluating agency fiscal operations, proposing policy and operational improvements, and managing implementation of improvements.</p> <p>D. Prepare financial reports as needed and as requested by the Executive Director.</p> <p>E. Audit agency financial records including but not limited to agency encumbrance reports, deposit reports and payroll reports.</p> <p>F. Oversee and coordinate purchasing function including using the state-approved purchasing system (currently the EIOR system), surplus coordination, and asset and equipment inventory.</p> <p>G. Oversee processing of agency invoices for payment as they are received.</p> <p>H. Other fiscal activities as assigned.</p> | A | 25 | A |
| 5. | <p>Provide daily work direction to EMSRB administrative support staff and temporary workers.</p> <p>A. Assign work and review work products. Provide guidance and feedback.</p> <p>B. Organize and oversee onboarding and training for new administrative and temporary employees.</p> <p>C. Participate in the hiring process for new administrative and temporary employees.</p> <p>D. Assist the Executive Director in assessing and solving problems associated with functional and operational issues of the EMSRB as assigned.</p> | A | 15 | B |

**POSITION
DESCRIPTION C**

EMPLOYEE'S NAME:

PCN:

NATURE AND SCOPE (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)

RELATIONSHIPS

This position has extensive contact with EMSRB staff, individuals and organizations in the state and national EMS communities including grantors and grantees, regulated EMS entities, staff of the Minnesota Department of Health, Department of Administration Office of Grants Management, Minnesota Management and Budget, and the Federal Health Resources and Services Administration. The person in this position must possess an advanced ability to obtain and maintain positive relationships with stakeholders and be able to recognize and navigate challenges to these positive relationships.

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of grant management principles and practices and relevant state and federal laws and requirements.
Knowledge of accounting and financial management practices sufficient to perform the duties of the position.
Knowledge of state appropriations, budgeting, purchasing, and auditing requirements.
Knowledge of project and program management principles and practices.
Strong oral communication skills to deliver professional presentations to a variety of audiences.
Ability to write error-free, professional reports and documents in plain language, targeted to the appropriate audience and meeting a variety of stakeholder needs.
Ability to create professional presentations, charts, reports, and documents using Microsoft Office software or related/similar tools.
Proficiency in Microsoft applications.
Ability to use computer software applications for financial and data analysis and presentation.
Ability to establish rapport and create a mood of cooperation for effective problem solving.
Ability to keep project and program activities on schedule to ensure timely completion.
Ability to organize and prioritize under strict time and production deadlines while producing quality deliverables.
Ability to travel to in-state and out-of-state conferences and meetings.
Ability to work in a team environment, collaborating effectively and productively.
Ability to work independently.
Ability to deal with conflict and potentially adversarial role situations.
Ability to make well-reasoned decisions based upon thoughtful consideration and analysis.
Ability to solve complex issues crossing program and intra/inter-governmental paths with persons having conflicting or different backgrounds and perspectives.

PROBLEM SOLVING AND CREATIVITY

- Major areas of problem-solving involve policy/program development and evaluation. Policy and legislative interpretations must accurately represent Agency's and Board's policies, statutes, and rules.
- Weigh all relevant factors relating to problem identification and analysis within areas of responsibility and make appropriate recommendations within board policy and statutory restraints.
- Evaluate submissions, RFPs and grantee performance in the course of managing grant operation.
- Advise grantees on their performance consistent with grant obligations as defined in grants and state and federal law. Advise the Executive Director and the Board's Executive Committee regarding agency and grantee performance.
- Make well-reasoned decisions based upon careful analysis and thoughtful consideration.

FREEDOM TO ACT

This position has considerable discretion to act on behalf of the agency within the parameters established by the Executive Director. This position's responsibilities require the use of professional judgment consistent with relevant state and federal administrative and fiscal procedures and without supervisory approval.