

Program Coordinator, Grants Management

Position Summary:

The Program Coordinator, Personal Health Grant Management is responsible for ensuring that best practices and high fiscal standards are followed in the use of grant/contract resources for personal health programs. This position ensures that MCH/Immunization program grants are executed in accordance with (1) the grantor's intended objectives, guidelines, scope of work, and due dates; (2) all rules and regulations; (3) financial and program reporting requirements, and (4) Department fiscal control practices. This position is the liaison between the Division of Personal Health and the Division of Financial and Administrative Services, Grants Manager.

Essential Duties:

- Acts as the intermediary between the program team responsible for providing grant/contract services and the program administrator, as well as between the program and the Grant Management Financial Clerk in the Division of Operations.
- Tracks grant program status.
- Tracks and ensures conformity with grant reporting requirements.
- Facilitates grant related communications.
- Monitors MCH/immunization grants/contracts to ensure compliance with scope of work deliverables and due dates.
- Ensures that grants are implemented according to the operational and financial needs of the department.
- Develops strategies, templates, procedures, and processes to ensure efficient grant management workflow.
- Keeps relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Uses appropriate computer programs/software to manage grant processes.
- Acts as a liaison on program-related and fiscal matters between the Personal Health Services program team and the Division of Financial and Administrative Services, especially the Grants Manager and Senior Fiscal Clerk.
- Coordinates with program team on grant budget-related matters.
- Oversees non-financial grant reporting.
- Verifies grant program time tracking reports.
- Participates in grant programming status meetings.
- Works with the Division's Administrative Assistant and programming team to identify and track grant-related purchases.
- Performs related duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Public Health Core Competencies:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.2. Accesses existing quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 1.7. Applies public health informatics in using data, information, and knowledge.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 3.4. Facilitates communication among individuals, groups, and organizations.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.3. Recognizes the diversity of individuals and populations.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.
- 8.1. Creates opportunities to achieve cross-sector alignment.
- 8.5. Responds to emerging needs.
- 8.6. Manages organizational change.

Qualifications:

- Bachelor's degree.
- Five years' grant management/coordination experience.
- Experience with State or Federal grant programs preferred.
- Experience with Intergovernmental Agreements preferred.

Required Knowledge, Skills, and Abilities:

- Knowledge of business English, spelling, punctuation, and arithmetic.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of computer operations, including Microsoft Office suite.
- Excellent organizational and project management skills.
- Excellent customer service skills.
- Excellent organizational skills.
- Verbal and written communication skills.
- Relationship-building skills.
- Ability to prepare and maintain records and reports.
- Ability to work independently and as a member of a highly productive team.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.

- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Driving
- Far visual acuity
- Near visual acuity
- Hearing
- Keyboarding
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

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