



# PALOUSE CONSERVATION DISTRICT

1615 NE Eastgate Blvd • Suite H • Pullman, WA 99163 • 509-332-4101 • PalouseCD.org

## Position Description

<b>Employee Name:</b>	<b>Job Title:</b> Grants & Contracts Coordinator
<b>Employee Type:</b> Regular	<b>FTE:</b> 1.0
<b>Annual Rate:</b> \$53,433 (DOE)	<b>Supervisor:</b> Shelley Scott, Finance & Admin Manager
<b>FLSA Status:</b> Exempt	<b>FLSA Exemption:</b> Administrative
<b>Effective Date:</b>	<b>Date of Last Revision:</b> October 4, 2021

## Position Summary:

The Grants and Contracts Coordinator is responsible for overall grants/contracts coordination, contracts/agreements review, oversight of grant and contract budgets, match tracking, deliverable tracking, administration of the Regional Conservation Partnership, and serving as a liaison to funding sources and partners. The Grants and Contracts Coordinator provides support to Palouse Conservation District programs to develop and track program budgets, review deliverables for the annual plan of work and track annual plan of work progress. The Grants and Contracts Coordinator assists the Finance & Admin Manager with salary tracking, posting payroll to grants/contracts, and annual budget development and tracking. The Grants and Contracts Coordinator ensures that all District grants and contracts are administered in accordance with applicable local, state and federal laws, regulations and policies.

## Position Qualifications:

<b>Required Qualifications:</b> The education, experience and skills necessary to perform adequately in the position.	<b>Bachelor's Degree in Accounting, Finance, Business, Public Administration or a related field.</b>  Three (3) years of supervisory experience, program coordination, grant/contract/agreement review and administration, budget development, deliverable tracking, grant billing and reporting.  Demonstrated ability to research, analyze and interpret complex contract/agreement information to resolve issues and make recommendations; and initiate and implement process improvements.  Demonstrated ability to manage the technical aspects of budget development, including: preparation and justification of budgets, financial modeling and analysis; and ability to interact
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	<p>effectively with program leads and staff by providing financial information to facilitate budget formulation and execution.</p> <p>Ability to gather, interpret, and communicate financial data to technical (budget/finance background) and non-technical audiences.</p> <p>Experience managing multiple, diverse issues.</p> <p>Experience in grant and contract administration.</p> <p>Ability to work independently and as part of a team.</p> <p>Demonstrated ability with multi-tasking and project management simultaneously in a dynamic environment while meeting deadlines and time constraints.</p> <p>Ability to build respectful and productive relationships with internal colleagues and external stakeholders.</p> <p>Valid, unrestricted driver's license.</p>
<p><b>Preferred Qualifications:</b> The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.</p>	<p>Certified Public Accountant, Certified Public Finance Officer, and/or Certified Governmental Financial Management.</p> <p>Advanced knowledge of grants management and public sector budgeting.</p> <p>Professional knowledge of policies and practices of Conservation Districts.</p> <p>Experience using federal and state funding to administer cost-share programs for natural resource conservation on private lands.</p> <p>Experience with Springbrook Express (BIAS) software for financial and grants management.</p> <p>Proficiency with Smartsheet for collaboration and work management.</p> <p>Experience with WA BARS accounting system.</p>



## Job Duties:

% of Time	Essential Function	Job Function	Duties
70%	Yes	Grants and Contracts Oversight	<p>Oversee 30+ grants and contracts that the District administers each year.</p> <p>Serve as the contract administrator for multi-organizational partnerships, including the Palouse Regional Conservation Partnership Program.</p> <p>Successfully lead grants and contracts throughout all processes and phases including: proposal review, contracting, planning, grant code establishment, grants module setup, project execution, monitoring, budget/match tracking, reporting, quality control and closeout.</p> <p>Review grants/contracts to identify legal obligations, funding, scope of work.</p> <p>Maintain an efficient and complete administrative record of all grant and contract activities through a project management work plan and/or project management software.</p> <p>Oversee grant match tracking, budgets, deadlines, and reporting.</p> <p>Support Program Leads and grant/contract administrators and monitor the progress of grant/contract funded projects to ensure successful implementation on time, within budget, and in accordance with grant contract terms and agency requirements.</p> <p>Facilitate Program Lead collaboration to track grant and budgets.</p> <p>Maintain team schedule and facilitate collaboration for grant reporting.</p> <p>Review expenditures posted to grants/contracts to ensure proper purchasing approval, compliance with grant/contract guidelines and internal policy.</p> <p>Review all grant/contract vouchers for proper coding of expenditures and ensure that expenses are reasonable, allowable and allocable to grants/contracts.</p> <p>Work closely with staff to ensure timely vouchering for all grant/contract expenses.</p>



			<p>Meet with funding agencies on a continuous basis.</p> <p>Maintain positive relationships with partners. Develop, improve and oversee District procedures as related to grants/contracts management.</p> <p>Review expenditures and grant/contract budget revisions, monitor grant/contract budgets, propose corrective actions and prepare line-item transfers and extension proposals.</p>
10%	Yes	Funding Development	<p>Work with Program Leads to identify project opportunities, explore funding opportunities, and develop proposal budgets (including available match).</p> <p>Work with the Director to improve relations with funding sources to support future financial awards for District programs and services.</p> <p>Work closely with the Director and Finance &amp; Administrative Manager to establish a federal indirect cost rate.</p> <p>Work with the Director and Finance &amp; Administrative Manager to develop, improve and oversee District procedures as related to funding development.</p>
10%	Yes	Annual Plan of Work and Strategic Planning	<p>Work closely with the Finance &amp; Administrative Manager to identify budget and salary available by program for each fiscal year.</p> <p>Work with Program Leads to identify staff and program annual activities.</p> <p>Assist the Director with the Development of annual plan of work.</p> <p>Compile salary forecasts and salary funding allocation for District wide staff based on annual plan of work.</p> <p>Coordinate Tracking of annual plan accomplishments and prepare regular reports on annual plan of work progress.</p> <p>Develop a forecast for available funding for next three to five years.</p> <p>Represent the District, as directed, at local and regional meetings that may affect District programs, services, and/or funding.</p>



			<p>Assist the Director and Board with completion and/or revision of the District's 5-Year Plan.</p> <p>Develop, improve and oversee District procedures as related to Annual Plan of Work.</p>
10%	No	Other	<p>Performs other related duties as required.</p> <p>Perform duties under the supervision of the Finance &amp; Admin Manager as needed.</p> <p>Supervise staff as assigned to carry out the responsibilities of the District.</p>

#### Knowledge, Skills, Abilities or Competencies:

Knowledge of the District strategic plan, mission, structure, resources, policies and procedures.

Knowledge of federal, state and local laws, rules and policies that directly affect grants, contracts, and agreements.

Effective finance management and organizational skills including the ability to manage and integrate grant/contract budgets, match and deliverables.

Demonstrated ability to build partnerships including a non-regulatory approach to natural resource conservation activities.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.

Skills in organizing and expressing ideas in oral and written communication.

Skills in evaluating procedures and modifying, if necessary.

Skill in carrying out clearly defined procedures.

Demonstrated interpersonal, written and oral communication skills.

Experience with meeting facilitation and conflict resolution techniques.

Demonstrated record of budget development.

Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

Demonstrated ability to assist in the development, implementation and administration of programs and projects from conception through completion.



Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability to employ flexibility and creativity in the face of ambiguity and challenge.

Ability to maintain confidentiality, to the extent allowed by law.

Ability to take policy direction, draft procedures to comply with policy and ensure compliance with policy and procedures.

Ability to meet deadlines, attend frequent meetings and travel as needed.

Maintain a flexible schedule and to work outside an 8:00 am – 5:00 pm schedule as needed.

Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Ability to delegate to other employees.

Ability to instill trust and build consensus.

Ability to effectively handle multiple, complex issues in a timely manner.

Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies.

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD's ever-changing and fast paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.



## Physical Requirements:

Specify the amount the position will be required to LIFT/CARRY frequently:	Up to 20lbs.
Specify the amount the position will be required to PULL/PUSH frequently:	Up to 20lbs.
Indicate the rate in which this position will be required to:	
Bend:	Occasionally
Twist	Occasionally
Squat	Occasionally
Climb	Occasionally
Kneel/Crawl	Occasionally
Reach/Reach Overhead	Occasionally
Finger Dexterity/Fine Manipulation	Continuously
Sit	Frequently
Drive	Occasionally
Basic Life Functions:	Hear See Speak Stand Walk
Unique Vision Requirement: Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)	N/A
Work Setting: Indicate the work setting the duties are performed in.	Office Environment.
Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	N/A
Fumes/Odors/Mists/Dusts:	N/A
Confined Areas/Spaces:	N/A
Extreme Sounds/Noises/Vibrations:	N/A
Potential Hazards Exposure	N/A
Other Working Conditions:	N/A



**Equipment Utilized:**

Desktop computer literacy, to include proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet, and various other software applications used within the district for operations, administration and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

**Please Note:** The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

**ACKNOWLEDGMENT:**

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Name: \_\_\_\_\_  
(Print Please)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of PCD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

