



SENIOR GRANTS ADMINISTRATOR

Office: Legal Services Trust Fund Program
Status: Exempt – General Unit
Grade: 10

ORGANIZATIONAL RELATIONSHIPS

Reports to: Managing Director, Legal Services Trust Fund Program
Supervises: Staff as assigned

DEFINITION

The Senior Grants Administrator (SGA), under the direction of the Managing Director, is responsible for the administration and supervision of the Legal Services Trust Fund Programs grant program, including providing support and technical assistance to the Statewide infrastructure of legal aid organizations.

MAJOR DUTIES & RESPONSIBILITIES

1. The SGA plans and implements the administration of grants, collects and analyzes data, and provides technical assistance to programs beginning with the application process for Trust Fund program grants, including eligibility determination and budget review for compliance with statutory requirements, grant and budget revision and evaluation reports.
2. The SGA staffs and educates the Legal Services Trust Fund Commission, including by fostering their participation in monitoring visits. The SGA researches, prepares information and makes recommendations to the Trust Fund Commission to foster informed Commission decisions.
3. The SGA plans, schedules and implements the systems for on-site monitoring and evaluation of recipient compliance with program requirements.
4. The SGA plans and implements the administration of grants and responds to recipients concerning grant and budget revisions and assists recipients with problems of grant administration.
5. The SGA identifies issues and concerns regarding eligibility, compliance with grant conditions and other program functions and works with the Managing Director and Commission in resolving and implementing solutions to those issues and concerns.
6. The SGA identifies needs within the statewide system of legal aid, and identifies opportunities and assists with the implementation of training and other technical assistance to foster improvement of program quality and enhanced client services by grantee recipients.
7. The SGA will assist with the selection, training, direction and evaluation of grant staff, establishing and monitoring standards of performance, maintaining high levels of morale

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and motivation within the department. The SGA monitors grants staff workloads, and assigns grant staff to ensure the timely and proper level of support for ongoing activities of the grants programs.

8. The SGA may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described, including to enhance and expand the availability of civil legal aid without charge for indigent people.

KNOWLEDGE & SKILLS

1. Coordination and operation of a grant funding programs, including understanding of grant administration and the respective rights and responsibilities of grantees and funders.
2. Principles of non-profit planning, budgeting and reporting.
3. Problem identification, analysis and evaluation.
4. Principles of office management, budget preparation and administration and supervision.
5. Effective communication in writing and verbally to a broad range of constituents.
6. Basic techniques of record and file organization.
7. History and operation of system for delivering legal services to low-income people.
8. Computer information systems, including personal computer applications, spreadsheet programs and word processing.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communications.
2. Communicate clearly and effectively in person and in writing.
3. Travel by air and drive to remote locations by automobile.
4. Possess visual capability and digital dexterity to use a computer and other standard office equipment.
5. Make fine visual distinction upon proofreading written documents and viewing information on a computer screen.
6. Review and analyze complex written documents.
7. Handle contact by telephone.

MINIMUM QUALIFICATIONS

1. Bachelor degree in Public Administration, or equivalent academic achievement, and
2. Minimum five (5) year' experience in grant-making or in a legal services or similar nonprofit program
3. Minimum two (2) years' supervisory experience, which may be included in #2 above.
4. Accomplished computer keyboarding skills.
5. Successful completion of the State Bar validated standard tests for the position.

Revised January 2016