

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1.

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Finance and Operations
5. Working Title (What the agency calls the position) Grant Coordinator	11. Section Grants
6. Name and Position Code Description of Direct Supervisor MAYES, JON; NATURAL RESOURCE MANAGER-3	12. Unit Recreation Grants
7. Name and Position Code Description of Second Level Supervisor SUMMERS, CLAYTON; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 525 W. Allegan St. LANSING, MI 48933 / M-F 8am to 5 pm

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource representative for the southern 13-county region of the state for the three active statewide recreation grant programs administered by the Grants Management Section: The Michigan Natural Resources Trust Fund (MNRTF), the Land and Water Conservation Fund (LWCF), and the Recreation Passport Grant Program (RP). This position provides policy and procedural input to other grant coordinators in the section in the evaluation of grant applications and management of grant projects. In addition, this position is involved with ensuring the successful coordination of grant programs by acting as a resource in cooperation with one or more representatives from other state departments. This position must function independently and be able to interact and liaison with many different types of people from varied organizations such as local officials, media representatives, engineers, architects, attorneys, and citizen advocates. It is essential that this position make decisions independently during interactions with customers whether they are on-site throughout Michigan, on the telephone or via computer.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 35

Manage grants awarded to local units of government for the Michigan Natural Resources Trust Fund (MNRTF), Land and Water Conservation Fund (LWCF) and Recreation Passport Program (RP) as the sole contact for a defined region of the state.

Individual tasks related to the duty:

- Review and approve engineering plans, specifications and bidding documents for adherence to accessibility guidelines and grant procedures.
- Review environmental assessments, legal descriptions, title search documents and preliminary review of real estate appraisals for compliance with grant procedures.
- Responsible for investigation of project changes, environmental conditions, and project status and preparation of memos including recommended action to the Unit and Section Manager and MNRTF Board.
- Respond to inquiries from local units of government, department staff, legislative staff, media, consultants, and engineers.
- Maintain project progress and keep detailed records of grant oversight in the file and database.
- Represent the DNR at park and trail dedication ceremonies.

Duty 2

General Summary:

Percentage: 30

Review and evaluate grant applications from local units of government for the Michigan Natural Resources Trust Fund (MNRTF), Land and Water Conservation Fund (LWCF), and Recreation Passport Program (RP) as the primary contact for a defined region of the state.

Individual tasks related to the duty:

- Review applications and conduct field examinations of applications for funding assistance.
- Determine appropriate score of grant applications.
- Communicate scores to applicants and provide guidance on how applicants can improve their score.
- Maintain the section database with score results.

Duty 3

General Summary:

Percentage: 30

Responsible for grant program administration tasks for the Michigan Natural Resources Trust Fund (MNRTF), Land and Water Conservation Fund (LWCF), Recreation Passport Program (RP) as the primary contact for a defined region of the state and as assigned by Section Manager and Unit Supervisor.

Individual tasks related to the duty:

- Approve 5-Year Recreation Plans submitted by local units of government.
- Represent the Department at conferences, workshops, round table discussions and task groups throughout the state on recreation grants.
- Draft and review documents (procedure manuals, applications, project agreements, etc.) for grant programs.
- Conduct post completion compliance inspections for DNR encumbered sites.
- Coordinate approvals and mitigation for grant-assisted sites with EGLE.
- Provide guidance to potential applicants on the types of recreation grant funding available, the specific requirements of the various grant programs and the issues the applicants should consider in preparing an application based on the specific type of project proposed.
- Attend training as it relates to recreation and land acquisitions.
- Develop and implement grant workshops in a multi-county region of Michigan.

Duty

General Summary:

Percentage:

Individual tasks related to the duty:

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Updating program websites.
- Assist Unit and Section Managers with technical activities relating to MNRTF Board meetings.
- Other duties as assigned by Unit or Section Manager.
- Special assignments as needed.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions that are based on established procedures contained in procedures booklets and other written materials, application scoring, the adequacy and appropriateness of information pertaining to grant obligations and project change requests which require independent decision making.

17. Describe the types of decisions that require the supervisor's review.

Decisions which require an exception to established procedures or for which no established procedures exist. Recommendations which require management or MNRTF Board approval.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work occurs primarily in an office setting, with occasional field work throughout the state at sites which are sometimes remote, for the purpose of evaluating existing and proposed recreation locations and post-completion inspection and/or conversion sites, which may include foot travel in wooded, wet, and uneven terrain.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position serves as the recognized resource representative to a multi-county region of the state for the three active statewide recreation grant programs administered by the Grants Management Section: The Michigan Natural Resources Trust Fund (MNRTF), the Land and Water Conservation Fund (LWCF), and the Recreation Passport Grant Program (RP). This position provides policy, procedural and technical guidance to other grant coordinators in the section in the evaluation of grant applications and management of grant projects. In addition, this position acts as a resource in cooperation with representatives from other state departments. This position must function independently and be able to interact and act as a liaison with many different types of people from varied organizations such as local officials, media representatives, engineers, architects, attorneys, and citizen advocates. It is essential that this position make decisions independently during interactions with customers whether they be on-site throughout Michigan, on the telephone or via computer.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

Grants Management is responsible for the administration of several grant programs, including the Michigan Natural Resources Trust Fund (MNRTF), the federal Land and Water Conservation Fund (LWCF) and the Recreation Passport Grant Program (RP). These programs assist the DNR and local units of government with the acquisition and development of land for public recreation use. The position that is the subject of this description is essential to providing the full range of grant administration services for these grant programs in the multi-county region.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively both verbally and in written correspondence

Extensive knowledge of public grant programs

Ability to manage multiple projects and coordinate with department staff and other state departments

Public speaking and ability to answer questions and explain grant procedures to a diverse audience

Ability to work cooperatively with co-workers, department management and the public

Flexibility and the ability to manage multiple tasks in a setting with shifting priorities

Ability to read and interpret legislation, contracts, environmental reports, legal descriptions and engineering documents

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid Michigan driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date