



**Classification:** Grants Program Specialist

**Title Code:** V00346

**Pay Range:** 23

**POSITION SUMMARY:** This is a specialized position responsible for conducting various grant-related activities within the Missouri State Highway Patrol. This position primarily focuses on researching, drafting, and submitting grant proposals for Patrol components. An employee in this position exercises considerable independence and initiative in the performance of assigned responsibilities.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Conducts extensive online research of available grant information and programs for potential funding sources to meet the Patrol's funding needs, supplement the Patrol's budget, and expand the Patrol's equipment, activities, and capabilities.

Works closely with Patrol components to understand their programs, operations, and needs, and conducts advanced planning for funding sources to meet those needs.

Drafts, compiles, and submits internal grant proposals and routing documentation

Provides grant-related information to external parties, when required by the grant program, (e.g. Intergovernmental Review to the State Clearinghouse Point of Contact, State Budget & Planning Committee, etc.).

Conducts extensive statistical research to support/justify Patrol needs in grant application narratives and programmatic progress reports.

Communicates with internal and external parties to gather, compile, and submit programmatic progress reports for various Divisions within the Patrol.

Assists with the purchase of equipment for Police and Sheriff's departments and other external agencies (e.g. pcs, cameras, scanners, livescans, etc.). Maintains responsibility for ensuring equipment gets tagged, labeled, distributed, and that any required documentation of acceptance of the equipment from the local agencies is received and maintained properly.

Maintains and tracks a complete schedule of application and reporting deadlines.

Serves on grant review boards, as necessary.

Contributes to the efforts necessary to research, develop, and achieve a successful, compliant grants program.

Ensures the Grants Program Coordinator is informed of proposed and potential funding regarding its benefit to the agency mission and goals.

Provides consultative, technical, and training assistance to Patrol and external entities of the grant application process.

Keeps abreast of all new federal and state laws, rules, and regulations that relate to grant programs.

Serves as a technical expert and provides training related to job duties.

Serves as a representative of the Patrol in promoting activities before various professional and lay groups.

Attends meetings at the state and federal levels that relate to the grants and their potential impact on the Patrol.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers; learn about any new developments and/or trends in the areas of grant funding, and legislation.

Assists, as needed, with a variety of duties related to fiscal notes, statistical data, and other general correspondence.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to develop considerable knowledge of law enforcement organizations, theory, and practices.

Ability to develop comprehensive knowledge of Patrol components.

Ability to develop advanced knowledge of the nature and objectives of law enforcement grant programs.

Ability to develop considerable knowledge of state and federal rules and regulations applicable to law enforcement grant programs.

Ability to develop considerable knowledge of grant drafting and submission techniques.

Ability to develop introductory knowledge of policies and procedures related to grants management.

Proficient in working with personal computers and related software packages.

Strong written communication skills, with the ability to write clear, structured, and persuasive proposals.

Strong editing skills and attention to detail.

Ability to learn to navigate numerous grant management systems and portals, as required, for the research of funding opportunities, communication with grantors, and submission of grant applications, reports, and related items.

Ability to operate basic office equipment (e.g. copier, personal computer, fax machine, telephone, printer, calculator, etc.).

Ability to conduct extensive independent online and manual research of statistical, product, or program information.

Ability to draft narratives, compile grant applications, and calculate/compile budgetary estimates.

Ability to understand and follow written and oral instructions.

Ability to work under pressure to produce a volume of detailed work necessary to meet deadlines.

Ability to handle several projects simultaneously with varying demands and deadlines.

Ability to read, interpret, and effectively explain and apply state and federal rules, regulations, and guidelines related to procurement policies and grant programs.

Ability to work closely with others as a cooperative team.

Ability to work independently in an organized, efficient manner and exercise judgment and discretion.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to plan, develop, and coordinate meetings and presentations.

Ability to travel as necessary.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Comprehensive reading skills, demonstrated proficiency in the English language and grammar, and the ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a Bachelor's degree in English/Literature, Research, Journalism, Business Administration, Criminal Justice, or closely related field.

AND

Two or more years of professional or collegiate writing and/or editing experience.

**NECESSARY SPECIAL REQUIREMENTS:** Successful completion of a variety of grant trainings, as required by state and federal grantors within the grantor's required timeframe.

May be required to attend specialized state-paid grants training related to job duties.

**FLSA STATUS:** Non-exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.