



GRANTS JOB FAMILY

CAREER PATH

Positions in this family apply for, administer, and manage grants.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Perform grant related research.
- ❖ Monitor grant activities.
- ❖ Review, write, evaluate, manage, and award grants.
- ❖ Establish grants and coordinate resources.
- ❖ Perform financial tracking and data entry.
- ❖ Ensure compliance with grant guidelines.

The work assigned to positions in this series ranges from data entry and financial tracking, to establishing and overseeing a grants program compatible with agency objectives and strategies.

Grants Associate

Pay grade: 18

This is a vocational-level position that is accountable for following detailed procedures with minimal supervision. Incumbents prepare and process documents used for grant tracking and evaluation. Grants Associates assist higher-level staff with grants and related research. Employees at this level review documents for completeness and accuracy and enter data into financial tracking spreadsheets or software.

Minimum Requirements *(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.):*

High school diploma or equivalent.

Grants Specialist

Pay grade: 25

This professional position is accountable for managing and overseeing the grant process. Incumbents direct and manage the various facets of grants (e.g. research, compliance, etc.) involved with developing, applying for, and/or awarding grants. Grants Specialists give consultative advice on grant methods, including identifying and prioritizing needs, assessing the impact of grant decisions, and developing strategies to mitigate risk. Grants Specialists are accountable for recommending State policies and guidelines, training agency staff, and reviewing State grant programs for compliance with statutes, administrative rules, and policies.



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Minimum Requirements *(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.):*

Bachelor's degree from an accredited institution and one year of relevant experience.

Grants Manager

Pay grade: 33

This is a managerial position accountable for overseeing the grants function for an agency. Incumbents are accountable for establishing grant programs compatible with agency objectives and strategies. Grants Managers are responsible for setting a budget and for ensuring the department operates within this budget. At this level, employees are responsible for coordinating multiple resources, scheduling and prioritizing work, and supervising employees. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive development. Additionally, employees must have the knowledge and skills to perform and review the work overseen.

Minimum Requirements *(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.):*

Bachelor's degree from an accredited institution and five years of relevant experience.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).



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EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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Revised: --