

**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

**SPECIAL PROGRAMS MANAGEMENT SPECIALIST II, EO-07
(GRANTS APPLICATION AND MANAGEMENT SPECIALIST II, EO-07)**

DUTIES SUMMARY:

Provides technical and consultative services to project administrators of federally-assisted programs in the areas of project applications, policies and procedures, program planning and development; reviews and disseminates information regarding federal and private program resources; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Grants Application and Management Specialist III in that the Grants Application and Management Specialist II performs the full range of the most difficult and complex assignments in one or more of the specialized grants application areas; whereas the Grants Application and Management Specialist III has program responsibility in providing statewide services within the field of Grants Application and Federal Programs including supervision of a staff of professional and clerical personnel.

Positions in this class are afforded extensive independence in supervising ongoing programs and activities. Controls imposed are generally in the form of goals and objectives as to related activities, policies, and deadlines. In accomplishing special projects or in solving major problems, controls are typically expressed in the form of scope of project, results desired, and time limitations for project completion.

EXAMPLES OF DUTIES:

1. Seeks, identifies and publicizes new sources of federal and private funds available to the DOE.
2. Provides technical assistance and consultative services to project managers of federally-assisted programs.
3. Serves as staff and expediter to advisory councils having a federal funds function.
4. Plans and organizes workshops and seminars for improving grant administration and management in the Department of Education.
5. Coordinates, organizes and expedites local review, internal audit, and program evaluation of all Department of Education federal discretionary programs.
6. Reviews all official written communications of Federal discretionary grant programs prepared within the Department for accuracy, appropriateness, and policy.
7. Develops communication and liaison links with other state grant programs and federal agencies in Washington, D.C.
8. Participates in the revisions and publishing of a "DOE Guide to Federal Programs."
9. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in education or related fields; **AND**

Experience: Six (6) years of progressively responsible job-related professional experience in education or closely-related fields; **OR**

Any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Knowledge of: Principles, theories and practices of education and program planning, development and financing; principles and practices of public relations and budget preparation.

Ability to: Evaluate federal aid and private grant programs for feasibility of departmental participation; advise and assist in the preparation of federal aid and private grants to education applications and agreements; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.

RECOMMENDED EQUIVALENCIES FOR EDUCATION: None

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE: None