

ANALYST (GRANT APPLICATIONS)/ PROGRAM MONITOR

The Department of Health & Human Services is hiring an Administrator to lead a new Division of Food & Nutrition.

The vision for this work is to manage all the City's Federally Funded Food Programs, identify partners, needs and gaps in service through a citywide food assessment and align all existing city food programs operated by JCHHS (WIC, CACFP, Summer Meals, Congregate Meals, Meals on Wheels, Cooking Matters at the Store, JC Double Bucks, Adopt-A-Lot Community Gardens, and Earth Boxes), with overarching goals for eliminating hunger in Jersey City. Strong staff management, writing skills, and budgetary experience is required.



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Job Specification 07061

ANALYST (GRANT APPLICATIONS)/ PROGRAM MONITOR

ANALYST (GRANT APPLICATIONS)

DEFINITION

Under direction, analyzes applications for grants submitted by departments of the jurisdiction to determine whether the grant requested is consistent with the needs and priorities of the jurisdiction; does related work. as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews proposed applications of grants by agencies of the jurisdictions.

Collects pertinent information to determine whether jurisdiction is in need of materials or services to be supplied under the grant.

Determines priorities to be accorded various grants based upon established policies.

Discusses with officials of the jurisdiction impact of proposed programs on existing structure.

Notifies agencies of jurisdiction on whose departments grant will impinge and solicits their recommendations.

Makes recommendations to governing body.

Notifies applying agency of decision of governing body.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

NOTE: Applicants who do not possess the required college degree may substitute additional experience as described on a year for year basis.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

ANALYST (GRANT APPLICATIONS)

EXPERIENCE:

Two (2) years experience in the review, analysis, and evaluation of the operations of business or governmental organizations.

KNOWLEDGE AND ABILITIES:

Knowledge of the social needs and resources of the local community and state, and of the social problems of the community.

Knowledge of the functions and interrelationships of federal, state and local governments.
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Knowledge of the methods involved in obtaining federal, state, and private financial aid.

Ability to establish and maintain cooperative working relationships with public officials.

Ability to evaluate program and procedures.

Ability to exercise independent judgment in evaluating situations and in making determinations.

Ability to organize assigned work and develop effective work methods.

Ability to prepare clear, concise, accurate and informative reports.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiency to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 00259

MCK

6/11/99

This job specification is for local government use only.

PROGRAM MONITOR

DEFINITION

Under direction is responsible for indepth reviewing, observing, and reporting on contracted funded programs to ascertain whether or not these programs are carried out in accord with contractual agreements or federal guidelines; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews contracts, federal regulations, and other related data to familiarize oneself with goals and objectives of funded programs.

Conducts onsite monitoring of funded programs using a standardized report sheet for the purpose of observing actual operation of the programs.

Conducts field interviews of participants in these programs to ascertain if they are receiving proper training and/or benefits according to contractual agreements or federal guidelines.

Reviews program records to collect factual data on the programs observed to establish if the programs are in compliance with contracted proposals or federal guidelines.

Meets with various supervisory personnel and/or administrators to gather indepth information on their programs, goals, objectives, or problems.

Compiles and interprets data for and prepares reports containing factual information, conclusions, and recommendations.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute experience in inspecting or reviewing activities/programs for compliance with established standards, guidelines, regulations, or contractual agreements or in the review, analysis, and evaluation of activities/programs to ascertain their adequacy, efficiency, deficiencies, and effectiveness in achieving objectives on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of approved methods of compiling and interpreting data for the purpose of writing factual reports.

Ability to accept responsibility for the accuracy of the concerned work.

Ability to understand noncomplex contractual agreements and/or federal regulations for the purpose of understanding the working of funded programs.

Ability to establish and maintain effective working relationships with other staff members, project participants, and sponsors.

Ability to communicate effectively both orally and in writing.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 04700 RKR/cah 11/10/98

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TITLE CODE FOR DUAL TITLE: LG - 07061