

# Job Descriptions and Classifications



## Grant & Travel Coordinator

Section: Finance  
Reports to: Finance Manager  
Supervises: N/A  
FLSA Status: Non Exempt

### Job Summary

The Grant & Travel Coordinator will handle a wide variety of grant administration duties including, but not limited to: budgeting, accounting, auditing, reporting, coordinating with various agencies and associations, purchasing and software use and instructing others on using software. Additionally, the Grant & Travel Coordinator will practice teamwork with the Finance Manager and Grant Finance Coordinators, to ensure grant funds are appropriately used and documented. While present at the ILEAS Training Center (ITC), the Coordinator will assist similar other ILEAS staff with the day-to-day administrative requirements inherent in maintaining an effective operating facility.

The Grant & Travel Coordinator will also serve as the primary contact for arranging hotel and other travel arrangements for ILEAS Staff, persons attending meetings and programs at the ITC and throughout Illinois following ITTF guidelines.

The ideal candidate will be knowledgeable and experienced with both the operations and administration of a variety of types of grants used for law enforcement assistance. The ideal candidate will also be experienced in using the State of Illinois Travel Guide and grant guidance rules to ensure all travel costs are appropriate and in most instances, eligible to be covered by grant funds.

Other important qualities will include a strong commitment to teamwork, excellent verbal and written communications skills, and a keen sense spotting emerging issues and applying methods to resolve those issues.

### Job Duties

#### Grant & Travel Coordination Duties

- Support programs and projects that are funded with Federal grants assigned to Emergency Preparedness by the Illinois Terrorism Task Force
- Coordinate work associated with ILEAS-managed grants, including purchasing equipment or services for emergency management, law enforcement, public works and other local agencies
- Assist Grant Finance Coordinators with payroll to include creating appropriate spreadsheets and creating purchase orders for employee payments.
- Assist in producing and maintaining financial documentation on ILEAS grant funded projects, programs, workshops, credit card use and other activities as directed
- Assist the Finance Manager and Grant Finance Coordinators with development of annual budgets for ILEAS Programs authorized for development by the Governing Board
- Responsible for documenting, follow-up and entering credit card charges into the Purchasing System
- Attend Illinois Terrorism Task Force meetings, as well as ILEAS meetings, workshops and training as required and assigned

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- Coordinate and liaison with other entities included, but not limited to, ILEAS sub-grantees, ILEAS member agencies, Federal agencies, the Illinois Emergency Management Agency, Illinois Public Works Mutual Aid Network, and ITTF and all of its committees and staff
- Apply the current State of Illinois Travel Guide policies, ITTF policies and grant guidance rules to ILEAS travel events
- Coordinate hotel reservations for ILEAS Staff for meetings, conferences and work-related travel
- Coordinate all hotels for all ILEAS training and the other grants ILEAS manages such as STIC, IMT, EMAT, staff, board members and any other needs that arise. Process all travel reimbursements.
- Periodically survey or “RFP” hotels in the Urbana area to assure best value is received by ILEAS, and to provide useful recommendations for persons traveling to Urbana
- Other duties as assigned.

## Administrative Support of ITC Operations

- Answer telephone calls
- Provide assistance on ILEAS projects with audio/visual components and development
- Provide directions within the ITC
- Arm or disarm alarm system when appropriate
- Assist with planning and administration of the ILEAS Annual Conference

## Job Specifications

### Grant Administration Capabilities

- Skillful in coordinating purchases of equipment and services within grant rules and guidelines
- Knowledgeable in government purchasing laws and policies
- Proficient in the use of grant tracking system
- Experienced in government budgeting and budget development
- Effectively producing and distributing accurate grant-related documents
- Ability to review grant documents and tracking reports, recognizing and solving grant financial issues
- Able to author financial documents and reports
- Effective participator in meetings and other group settings
- Effective instructor for ILEAS staff on teaching the use of grant tracking software
- Capable of effectively collaborating with the Finance Manager and Grant Finance Coordinators on grant accounting and reporting
- Experienced at making entries, corrections and maintenance of purchase order records.
- Proficient in assisting on financial audits
- Capable of coordinating with a wide variety of emergency preparedness agencies and associations
- Knowledge of Department of Homeland Security Authorized Equipment List

### Travel Coordination

- Knowledgeable on the policies and rules published by the State of Illinois, ITTF, ILEAS and the Department of Homeland Security related to travel and associated costs
- Capable of performing a cost/benefit analysis of travel costs, especially hotel costs
- Able to effectively survey or issue Requests for Proposals to/from hotel managers

### General Administrative Capabilities

- Excellent verbal and written communications skills
- Capable of developing and controlling budgets

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- Able to effectively plan, schedule and lead a wide variety of activities
- Available to assist with ITC operations and Annual Conference functions

## Experience

Five (5) or more years of experience successfully working on grant administration, government budgets, producing reports, accounting responsibilities, or a combination of duties similar to the job position requirements

## Education

A bachelor's degree in public administration, finance or accounting is preferred. However, any combination of knowledge and experience that meets the job position requirements will be considered

## **General Information**

### Work Environment

The setting will primarily consist of offices and conference rooms. Opportunities for lifting of heavy objects may occur but should be completely avoided if any lifting limitations are present

### Limitations

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position