

**NEW Water
Job Description**



Salary Wage Range: \$59,010 - \$83,325

Hiring Wage Range: \$59,010 - \$69,368

SECTION 1		DEMOGRAPHIC INFORMATION	
Job Title	Contract and Grant Specialist	Division	Environmental Programs
Department	Watershed Management	Reports To (Job Title)	Watershed Programs Manager
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Pay Grade	10	Exempt/Non-exempt	Exempt
Adoption Date (original job description date)	Drafted 10/31/18	Last Revision Date	January 15, 2019
Approved By (generally same as "Reports To")		Human Resources Approval Date	January 15, 2019
Director Approved By (Job Title)	Director of Environmental Programs		

SECTION 2	JOB SUMMARY
<p>In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Contract and Grant Specialist is responsible for all grants, contracts, agreements and related financial aspects for the Watershed Management Department including activities in the Watershed Program and the Aquatic Monitoring Program.</p> <p>Work involves establishing and managing contracts with all watershed partners as well as managing all cost share agreements with agricultural landowners and producers involved in the watershed program. This requires working in concert with NEW Water staff as well as county land conservation staff to facilitate the cost share agreement process including appropriate approvals, financial management, deed recording, and reporting.</p> <p>Work also involves all aspects of grant management including seeking grant opportunities, completing and submitting grant applications, post-award reporting, and financial management. Coordination with multiple departments including Watershed Management, Public Affairs and Education, and Accounting are routine responsibilities. The Contract and Grant Specialist also seeks out appropriate outside grant supporters via letters of recommendation, in-kind support, and other match opportunities. The Specialist will be the primary point-of-contact along with the grant awardee of NEW Water on all submitted applications and awarded grants.</p>	

SECTION 3.....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
		Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed
Description of Duties	Frequency	
Key Area: Watershed Management Department Contract Management	30% of job	
Drafts, executes, and monitors contracts and professional services agreements with project and program partners, local municipalities, and consultants	Daily	
Coordinates financial management and tracking efforts with Accounting Department staff	Weekly	
Processes invoices from project and program partners as well as consultants with Accounting Department staff	Monthly	
Prepares and disseminates summaries of contractual agreements with department staff	Monthly	
Collaborates with county land conservation staff in the process of developing cost share agreements and associated documents. This includes the initial drafting and editing of agreements, as well as the long-term project management of all individual agreements.	Weekly	
Manages and completes all applicable recording on deeds for structural cost share agreements.	Monthly	
Writes follow up letters to landowners and producers on cost share agreement closeout, completion, approval	Monthly	
Collaborates with county land conservation staff in verification of installation and maintenance of best management practices	Monthly	
Coordinates all invoicing requirements and cost tracking efforts for cost share agreements	Weekly	
Key Area: Watershed Management Department Grant Management	30% of job	
Seeks available grant opportunities and makes recommendations to Department staff	Weekly	

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Writes and submits all grant applications using various federal and foundation web portals	Monthly
Writes grant work plans with complete understanding of outcome and output expectations for the duration of the grant cycle	Monthly
Collaborates with Public Affairs and Education staff to maintain consistency in outreach capabilities when writing grant applications.	Monthly
Collaborates with outside agencies to garner support for grant applications, obtain letters of support, in-kind match, and other backing as appropriate	Monthly
Acts as NEW Water representative and manages all post-award grant reporting and coordination efforts with granting agency.	Monthly
Establishes all agreements with grant sub-awardees, facilitates appropriate invoicing, and manages sub-awardee reporting requirements	Monthly
Establishes payment protocols and auditing methodology applicable to each grant awarded.	As Needed
Assists Accounting staff in grant financial audit processes.	Annually
Reviews and processes invoices from grant project sub-awards and partners.	Quarterly
Maintains accurate and complete records, ensuring that grant expenditures are properly supported, approved, and compiled appropriately for audit purposes	Daily
Facilitates reimbursement requests with appropriate grant agencies.	Quarterly
Prepares various database outputs as required for reporting requirements	Quarterly
Key Area: Provides Assistance to Watershed Programs Manager	10% of job
Provides routine reports and summaries of grant activities and financials	Monthly
Provides routine reports and summaries of cost share agreements and other contracts with program and project partners.	Monthly
Assists with development of annual Watershed Management Department budget related to contracts and grant financial matters.	Annually
Key Area: Provides Assistance to Watershed Specialist and Water Resources Specialist	10% of job
Provides occasional assistance to Watershed Specialist and Water Resources Specialist in performing field sampling activities	Monthly
Provides routine summaries of activities and financial matters pertaining to grants associated with the Aquatic Monitoring Program and Watershed Program.	Monthly
Key Area: GIS and Microsoft Access Database Management	20% of job
Utilizes ArcGIS to retrieve data regarding agricultural best management practices for the development and reporting of cost share agreements.	Weekly
Utilizes ArcGIS and Access database to track progress and retrieve data to provide periodic reports for department staff, Commission and granting agencies	Weekly
Utilizes Microsoft Excel spreadsheets and databases to determine existing and pending funding status for budgeting purposes	Monthly
Other:	
Perform other job related duties as assigned.	
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	
Follow organizational policies and procedures.	

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Bachelor's Degree	Environmental Science, Contracts Administration, Business Management or a closely related discipline.
Additional Information Regarding the Required Education:	An equivalent combination of education, training, and relevant experience will also be considered.

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SECTION 5 EXPERIENCE REQUIRED

Years of Experience	4 - 5 years
Other Specific Experience Required or Preferred	Experience working with grant and contract management including grant applications, post-award grant reporting and financial recording keeping. This includes establishing and managing primary and sub-award contracts, invoicing, and all other aspects of grant management including EPA and other federal reporting requirements. Experience and proficient in the use of ArcGIS, Microsoft Office suite including Word and Excel is strongly preferred. Sound understanding of accounting principles, local, state, and federal environmental programs and reporting is strongly preferred. A basic understanding of EPA Environmental Quality Assurance Requirements is preferred.

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Y	
Notary Public	N	6 months
Preferred Certification/Licensure		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

Strong ability to work independently with minimal oversight and direction on multiple assignments with strict deadlines. Ability to problem solve and develop creative and innovative solutions to streamline work efforts.

Demonstrated knowledge of local and federal grants, the general concepts of contracting, cooperative agreements, and memorandums of understanding with the ability to use informed judgment regarding necessary interpretations or adaptations of rules, regulations and policies. Demonstrated experience in managing grants, contracts, payment term and conditions, and compliance thereof. Skill in technical writing on a variety of environmental issues as applied to various media, including the preparation of grant applications, interim and final reports, and educational and information materials to a wide range of audiences.

Ability to communicate orally and in writing to a wide range of audiences. Strong analytical and interpersonal skills, high attention to detail, and willingness to take on a variety of office tasks. Ability to work well in a team environment and comfortable in freely sharing work efforts and new ideas.

General knowledge of chemical and biological processes related to soil and water. General technical skills and abilities are preferred including the ability to operate water monitoring equipment.

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED

Microsoft Outlook, Word, Excel, Access, SharePoint, ArcGIS

SECTION 9 EQUIPMENT / MACHINERY UTILIZED

Personal protective equipment. Computer equipment. General water quality monitoring equipment

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT

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Description of Duties	Check One
Job Centered / Work Unit: <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: <u>Decisions made</u> may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
Multiple Departments: <u>Decisions</u> are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: <u>Decisions</u> are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11 JUDGMENTS / DECISION-MAKING EXAMPLES

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Seek grants for new funding opportunities	Watershed Programs Manager, Public Affairs and Education Manager	Weekly
Garner appropriate grant supporters via letters of recommendation, in-kind support, and other match opportunities	Watershed Programs Manager	Monthly
Submit complete grant applications on-time and by required deadlines	Watershed Programs Manager	As needed
Prepare and submit thorough and timely grant reports	Watershed Programs Manager	Weekly
Prioritize work schedule and necessary daily tasks	Watershed Programs Manager	Daily
Determine appropriate internal financial reporting methods for contracts and grants.	Accounting Specialist, Accounting Manager, Watershed Programs Manager	Monthly
Present summary information and reports of grant and contract activities	Watershed Programs Manager	Monthly

SECTION 12..... PROBLEM SOLVING

Example of Problem (3-5 examples)	Resources Used
Contract related issue resolution	Watershed Programs Manager, experience
Grant reporting and funding timeline and NEW Water financial reporting and budget cycle misalignment issues	Accounting staff, Watershed Programs Manager, experience
Satisfying grant reporting requirements and answering questions of grant project officers	Watershed Programs Manager, experience

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Watershed Programs Manager	Coordinate department efforts, review progress and reports	Daily
Watershed Specialist	Coordinate grant reporting requirements, coordinate field sampling assistance	Weekly
Water Resources Specialist	Coordinate grant reporting requirements, coordinate field sampling assistance	Weekly
Accounting Manager	Establish accounting protocols for various grants and contracts	Monthly
Accounting Specialist	Contract and grant invoicing/reimbursement coordination	Monthly
Public Affairs and Education Manager	Communicate outreach efforts in grant reports	Quarterly
Director of Environmental Programs	Provide updates on new grant opportunities, existing	Monthly

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	grant status and new contracts	
Watershed program partners (Oneida Tribe, Outagamie County, Brown County, NRCS, agronomists, TNC, Ducks Unlimited, USFWS, UWGB, USGS.)	Coordinate agricultural nutrient reduction programs, grant and contract efforts, and associated monitoring	Daily
Local Municipalities	Establish contracts and professional service agreements for watershed efforts	Monthly

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY

Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
0	
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
0	

SECTION 15 WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Refer to ErgoFactor Job Analysis for this position for details. Note: Job Analysis not available for specific position; compare to <S:\Safety\Blankenheim Project\Environmental Programs\Watershed Management Manager.pdf>

SECTION 16 ADDITIONAL COMMENTS

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THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.