

STATE OF NEBRASKA CLASS SPECIFICATION
FEDERAL AID ADMINISTRATOR II

EST: 02/19
CLASS CODE: K19612

DESCRIPTION: Coordinates allocations of federal funds available to local units of government, insuring efficiency and compliance with federal laws and regulations in use of those funds; supervises record maintenance of grants; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

N/A

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Reviews requisitions, billings, letters of intent or understanding, and contracts pertaining to federal aid for formal procedure and proper documentation; includes amending improper or inaccurate documents.

Provides technical direction in preparation of all grant documents and reports to insure compliance with federal regulations.

Prepares monthly and annual reports evaluating various federal aid activities; includes monitoring progress of all required applications and agreements to insure deadlines are met.

Makes arrangements for and accompanies federal aid inspectors to insure that necessary documents are available for audit.

Provides liaison between and confers with various project officials and federal and state authorities.

Forecasts future funding requirement when required.

Reviews new federal policies that relate to funding grants and supervises the implementation of those policies.

Coordinates application for and inspection of industrial pollution installations to insure compliance with the federal tax reform act of 1969.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral performance and/or other evaluations.)

Knowledge of: theory and practice of accounting principles, practices, methods, and procedures.

Ability to: comprehend and follow complex and technical procedures; to communicate effectively; to make relatively difficult mathematical computations; to analyze financial transactions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, accounting, or other appropriate curriculum, plus two years of significantly related work experience, or a combination of education and experience equivalent to the above requirements. Experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).