



# Virginia Task Force 2

## Urban Search and Rescue

Administrative Manual

3.04e Position Description:  
Grants Manager

March 2019

## Position Description

### **Grants Manager Position Description (proposed)**

The Sponsoring Agency shall assure that the individual meets or exceeds the Knowledge, skills, and abilities (KSA's) as listed.

### **Position Specific Requirements**

The US&R Grants Manager is responsible for managing and coordinating all US&R Cooperative Agreements with FEMA. The Grants Manager works directly with the Task Force Program Manager and/or Advisory Group.

### **Description of Duties**

#### **Administrative**

- Maintain all original official program files
- Prepare Cooperative Agreement application
- Confer with Program Manager and /or Task Force Leaders and management staff personnel on the development of plans and programs
- Provide regular FEMA US&R Cooperative Agreements status updates to their Supervisor
- Complete and submit FEMA US&R required bi-annual reports, and quarterly financial reports
- Ensure that all required reports and records are in compliance with FEMA
- US&R, OMB, State and local regulations
- Maintain copies of all applicable local and/or agency specific policies and procedures (i.e.: travel policy, accounting policy, position descriptions)
- Serve as the point of contact with the FEMA US&R Section relating to US&R
- Cooperative Agreement administration through the Program Manager
- Attend Task Force Leader meetings
- Determine and apply organizational and logistical needs as related to Grant Administration
- Perform additional duties as required



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#### **Financial**

- Develop deployment reimbursement(s) for the Task Force
- Monitor budget requests, modifications and expenditures of the Task Force
- as per the Cooperative Agreement scope of work, applicable budget and
- cache equipment list
- Reconcile budget records on a monthly basis

#### **Position Requirements and Criteria**

The following requirements and criteria should be considered for Grants Managers in the DHS/FEMA National US&R Response System. The intent of these requirements is to identify functional skills necessary for grant managers to effectively manage and apply all aspects of the administration of FEMA US&R Cooperative Agreements in accordance with regulations and acceptable practices. The requirements and criteria for the position are identified in the following categories:

#### **Knowledge**

It is recommended that the US&R Grant Manager should possess the following within the first year of employment:

#### **Program Specific Knowledge**

- Possess a working knowledge of the current National Incident Management System/Incident Command System; the National Response Framework; and the DHS/FEMA National US&R Response System, its organizational structure, operating, procedures, and terminology
- Possess a working knowledge of the Memorandum of Understanding (MOU) of the primary sponsoring agency and participating agencies
- Possess a working knowledge of FEMA's US&R Response System, organizational structure, operating procedures, terminology, and awareness of FEMA authorized equipment cache list
- Possess a working knowledge of the Incident Command System including successful completion of the IS-100, IS-200, IS-700 and IS-800 on-line courses within a one year period (courses offered free online)



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#### **Grant Management Specific Knowledge**

- Possess a working knowledge of all applicable OMB Circulars including Cost Principles,
- Administrative Requirements, Audit Requirements and Code of Federal Regulations (CFR)
- Possess a working knowledge of audit requirements and procedures
- Possess a working knowledge of accountability for Federal Grants.

#### **Skills**

- Be proficient in reporting policies and procedures as they relate to the FEMA US&R Cooperative Agreements and Statement of Work and regulations
- Possess strong interpersonal communication skills

#### **Abilities**

- Be able to effectively communicate orally and in writing and possess the ability to work independently
- Manage assigned personnel and support resources
- Work effectively with computers, the Internet and standard business software applications
- Successfully manage the Cooperative Agreement in accordance with the approved statement of work, budget and budget narrative and regulations
- Efficient organization, time management and problem solving skills

#### **Required Training**

- Complete DHS/FEMA National US&R Response System Orientation Course as part of the Task Force orientation
- Successfully complete a DHS/FEMA approved "Grants Certificate Program" within two years from date of hire for employment and pursue continuing education to support achieved certification