

New Mexico State University
Professional Position Description

POSITION TITLE: Program Coordinator (NMDA)

POSITION SUMMARY: To coordinate all the activities associated with the Acequia and Community Ditch Fund program.

KEY DUTIES AND RESPONSIBILITIES:

- Supervise, direct, delegate, and evaluate work of assigned staff.
- Coordinate and execute payment requests for ACDF; monitor contract payments, process change requests, interpret allowable expenses, monitor budget balances, grant contract expiration dates, provide advice and coordinate grant contract amendments to provide for uninterrupted technical and legal services to grant recipients in order to achieve program goals.
- Coordinate, review, notarize, and assist grant recipients with full execution of grant agreements.
- Coordinate and maintain database and spreadsheets to accurately record current grant and contractor budget balances; provide guidance and information to grant recipients regarding grant status; provide guidance regarding allowable/unallowable expenses; maintain open communication with all relevant parties.
- Coordinate and conduct special workshops for grantee training.
- Manage annual grant process-create and disseminate grant cycle requirements and information, assess and set deadlines, answer potential grantee questions, maintain accurate records, process grants and distribute to grant committees.
- Coordinate and prepare individual grant contract award notifications.
- Coordinate financial arrangements with NMSU business office and NMDA accounting staff.
- Assure compliance with all elements of fiscal responsibility governing NMSU and the ACDF process.
- Maintain frequent telephone and written contact with grant contract recipients.
- Coordinate and collaborate with grant recipients regarding status of grant contract, amendments and progress of grants.
- Perform related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; principles and practices of organization and administration; principles of supervision, training and performance evaluation; spreadsheet and data management.

Skill in: Short- and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations; oral and written communication; complex time management.

Ability to: Direct, evaluate, train and supervise the work of assigned personnel; develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities; analyze and evaluate information.

Program Coordinator (NMDA) contd.

REQUIRED EDUCATION AND EXPERIENCE:

A typical way to obtain this knowledge, skill and ability would be:

- Bachelor's degree in a related field.
- 3 years experience.
- Or the equivalent combination of education and experience that would provide the knowledge, skills, and abilities of the position.