

SUPPLEMENTAL JOB DESCRIPTION

Classification: Grants Program Coordinator
Position Title: FDA Grant Coordinator
Position Number: 9T101

Function Code: 4865-077
Date Established: 8/1/11
Date of Last Amendment: 11/10/11

SCOPE OF WORK: To apply the provisions of the federal law contained in the Code of Federal Regulation, 21 CFR, Part 1140, relating to the regulations Restricting the Sale and Distribution of Cigarettes and Smokeless Tobacco to Protect Children and Adolescents.

ACCOUNTABILITIES:

- Facilitates program coordination for the FDA Tobacco Control Act grant with the Enforcement Division and the Grant Coordinator at the FDA.
- Interprets laws and regulations, which affect federally funded state programs and non-profit, corporate grants to ensure agency compliance.
- Analyzes project records grant project and provides related reports and recommendations to upper management and the FDA to insure grants are applied effectively.
- Perform on-site surveys to ensure compliance with federal law and regulation related to youth access to tobacco.
- Provides accurate and articulate instructions to the public both verbal and written using excellent communication skills.
- Examines and compiles evidence to be used in federal administrative hearings. Must be able to comprehend legal and non- legal documents and demonstrate communication skills in administrative settings, hearings, and with the general public.
- Performs duties with a limited amount of immediate supervision.
- Designs, develops, and maintains statistical databases and reports as needed to insure effective management of grant program.
- Prepares detailed reports, inspections, and audits for detection of unlawful sale of tobacco to minors using computerized equipment.
- Coordinate and conduct educational and preventative programs as needed for other law enforcement agencies, civic groups, and licensees in New Hampshire.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in the arts, public or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in a cultural institution or public administration, one year of which must have been experience in coordinating government funded program activities, managing and tracking for compliance, reporting, and ensuring legal compliance of grant regulations. Each additional year of approved work experience may be substituted for one year of required formal education.

SPECIAL REQUIREMENTS: (Per Federal Drug Administration Tobacco Compliance Contract # HHSF223201110032C)

1. Must be at least 21 years of age upon application for position.
2. Must be willing to accept employment anywhere in the state.

