



## **GRANTS COORDINATOR**

### **DEFINITION**

Under general direction, assists in grant proposals; provides grant administration and coordination support; develops, summarizes, and maintains administrative and fiscal records; coordinates grants programs, special projects, and studies and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Finance Director or Financial Services Manager as assigned. Exercises no direct supervision over staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a single incumbent professional classification that provides grant coordination and support for fiscal and administrative functions. Responsibilities include assisting in budget development, grant funding and reporting, expenditure monitoring and grant funds disbursement. This class is distinguished from other administrative support classifications by its complexity and specialized knowledge required, including budget and grants programs.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Maintain accounting records for the grant funds as assigned in accordance with governmental accounting standards and applicable federal and state grant regulations.
- Monitor and assist City's departments fulfilling their compliance responsibilities of grant management while promoting proper usage of grant funds and accurate record-keeping.
- Provides staff assistance on grant related matters such as the application of grant funding policies, regulations, and procedures; participate on and provide staff support to a variety of interdisciplinary committees and boards; research, prepare, and present comprehensive staff, technical, fiscal, and administrative reports and other correspondence as appropriate and necessary.
- Coordinates and performs administrative work in grants administration and reporting, including researching grant funding opportunities, evaluating funding opportunities relative to City policies and vision, preparing grant proposals, assisting in preparing budgets, and interpreting funding agency regulations and requirements.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and basic accounting protocols and procedures, coordinates compliance with documentation requirements.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals,

awards, and related statistical information.

- Serves as a liaison with employees, management, boards and commissions, third party vendors, public service agencies, other public agencies, regulatory and governmental agencies, private and community-based organizations and the public pertaining to grant submissions and future funding; facilitates board and commission meetings trainings, and presentations; assists in ensuring fulfillment of legislative responsibilities.
- Initiates solicitations, including requests for proposal and sole source requests to provide materials and services; coordinate and participate in the evaluation of submittals; draft and review terms and conditions of agreements; negotiate and execute contracts; prepare and submit Board Agenda items for contract approval; administer and manage third party grant recipient contracts ensuring compliance with all requirements.
- Monitors and evaluates the efficiency and effectiveness of grant programs, methods, and procedures; identifies opportunities for improvement; directs the implementation of change.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on grant funding policies, regulations, procedures, and new developments; prepares reports of changes to management; provides recommendations on implementation and impact of changes.
- Provides timely support to team members as required, particularly during critical periods of high urgency and tight deadlines.
- Performs other duties as assigned.

### **JOB-RELATED QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of municipal government management.
- Principles, practices, and procedures of budgeting, funding sources, and grant fund disbursements.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as grant administration, finance, budgeting, and other related governmental programs.
- Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, codes, and regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

#### **Ability to:**

- Assist in the development of goals, objectives, policies, procedures, and work standards for grant administration.
- Coordinate and oversee departmental and programmatic administrative, budgeting and fiscal reporting activities as they relate to grants administration.
- Interpret, apply, and explain Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Understand the organization and operation of various departments and of outside agencies as necessary to assume assigned responsibilities.

- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, procedures, and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Analyze situations and identify pertinent problems/issues, conduct research to gather relevant information, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, setting priorities, and meeting critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**QUALIFICATIONS:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:** Equivalent to a bachelor's degree with major coursework in Accounting, Finance, Business Administration, Public Administration or a related field.

**Experience:** One (1) year of experience performing budgetary, administrative, or operational analysis work preferably within a municipality.

**Licenses and Certifications:**

Certification in Grant Management and Development or equivalent training desired.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.