



Job Title	City Grants Administrator	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	1	Job Code	17325

Class Specification – City Grants Administrator

Summary Statement:	
<p>The purpose of this position is to manage and administer the grant application, award, compliance, and financial reporting processes of the City. This is accomplished by maintaining oversight of, and modifying grant processes as needed, pre- to post-award; monitoring City grant expenditures for eligibility with federal, state, and local guidelines; providing monthly and other financial reports to management; ensuring departments are in compliance with all applicable regulations regarding financial and reporting requirements; and maintaining a City-wide database of all grant applications and awards received. This position is also responsible for directly completing financial and reporting requirements of grants that include multiple City departments, including disaster grant funding received by the City.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Develop grants management system and database; develop presentations of composite data; and perform comparative analyses of fiscal and operational performance data.
30%	Coordinate grant writing and submission with City departments; manage, monitor, and track performance data on grants to ensure compliance with contract requirements; maintain reporting schedules; and monitor grant balances and provide reports.
25%	Track and respond to grant inquiries; facilitate grant management meetings and training; and establish strong favorable relationships with grant administrators and writers across the organization.

Competencies Required:	
<p>Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>	
<p>Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>	



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Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in finance, business administration, public administration, economics, procurement, or other related field.

Experience: Five years of full-time responsible professional accounting experience including financial compliance; federal, state, and/or other grant programs; or researching and compiling statistical information.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received: Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



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Fiscal Responsibility: This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized grants software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2014