

# **Grant Administrator**



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## **JOB SUMMARY**

Under general supervision of the Finance Director, responsible for researching grant opportunities, preparing grant applications, securing grants of all types, and the management of approved grants in specified functional and program areas within city departments.

## **ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)**

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Conducts research to identify, apply for, administer, supervise, coordinate, and monitor federal, state, and local grants or loans in accordance with applicable standards, regulations, and guidelines.
- Interacts with federal, state, and local agencies to ensure that grant projects comply with program guidelines for expenditure, funding, and accountability.
- Investigates, researches, and analyzes legislation relating to federal, state, and local grant programs.
- Obtains access to new legislation relating to current and future programs.
- Works in close conjunction with City department directors to determine programs which could be funded through grants.
- Prepares grant applications and proposals for submittal including writing, reviewing, and editing grant applications and proposals.
- Coordinates and participates in city and other governmental meetings related to grant needs and applications.
- Prepares monthly reports on funded and non-funded project status.
- Maintains and verifies payment records, reviews invoices and records receipts. Coordinates with engineers and contractors to ensure timely completion of grants/loans.
- Assists in setting short and long-range goals for the department relating to financial and informational data processing needs and technology.
- Provides answers to inquiries from the general public, department administrators, City employees, or other individuals requesting assistance.
- Works with the finance department to provide necessary reports and documentation for the external auditors.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in Public or Business administration, preferably with some responsible experience in obtaining grants, administration of grants, or in an appropriate area of specialization or an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the principles and practices of public and business administration.
- Knowledge of the organization, functions, and activities of the various sectors of the City, and those of other governmental agencies.
- Knowledge of basic accounting principles and procedures.
- Knowledge of research techniques and the sources and availability of current information.
- Knowledge of municipal accounting, financing, auditing and expenditure control systems and procedures.
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness; Ability to prepare meaningful and informative special and regular financial and statistical reports.
- Ability to exercise sound judgment in analyzing facts and arriving at conclusions.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to follow complex oral and written instructions.
- Ability to express oneself effectively orally and in writing.

## **PHYSICAL/MENTAL DEMANDS**

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve lifting, carrying, pushing, and pulling objects and materials of lightweight. Tasks may involve extended periods at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

## **WORKING CONDITIONS**

General office setting: frequent interruptions and many deadlines to meet.