



CITY COMMISSION STAFF REPORT

DEPARTMENT: Finance

DATE: July 23, 2024

SUBJECT: Motion to approve the job description for a Grant Administrator - **Finance**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of the job description for the position of Grant Administrator.

BACKGROUND OF ITEM:

According to the discussion with the City Commission during the June 11th Budget Workshop, the need to hire a full-time Grants Administrator was identified, together with the desire to bring someone on board as quickly as possible.

As the City grows, the demand for new infrastructure and services is endless, and securing funding from Federal and State programs is imperative to meet this demand and help maintain a low tax base. A successful grants plan needs to be created in coordination with the City's budget and Capital Plan. The City requires a grant administrator to identify grant opportunities, prepare grant applications, secure grants of all types, and manage approved grants within City Departments. The City has initiated the recruitment process, and we will have further discussions with the Commission before making an offer.

FISCAL IMPACT:

The Financial Impact will be detailed in the FY 2025 Budget; however, we expect this position to generate revenues in excess of the cost incurred. Pay Range: Grade 122 (\$81,000 - \$125,000).

ATTACHMENTS:

1. Grant Administrator Job Description

Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City Atto...	06/28/24 04:47 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Man...	06/28/24 04:48 PM
Rey, Alex	Assigned to City Manager	COMPLETE: Forward to City Clerk	06/28/24 05:10 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	07/09/24 11:05 AM
Allen, Tedra	END WORKFLOW - APPROVED		07/09/24 05:11 PM