

City of Lake City, FL

Classification Description

Classification Title: GRANTS PROGRAM SPECIALIST
Department: FINANCE ADMINISTRATION

Pay Grade: 10
FLSA Status: Exempt

General Description

Performs responsible advanced professional work writing, maintaining, reviewing and coordinating federal and state grant programs and contract administration and other assigned special projects. This position is a highly professional position and works directly under the supervision of the Finance Director with minimal supervision. Employee in this position must be able to exercise a high degree of independent judgment in resolving problems. Employee must be able to work with multiple jurisdictions and maintain a positive work relationship with Grantors and colleagues. Work includes researching, evaluating information, initiating action, and preparing grants within the framework of professional grant writing techniques and existing laws, rules, and regulations. Employee facilitates development, review, and editing of grant proposals; conducts extensive research for potential funding sources; interacts with administration and outside agencies in developing proposals.

Nature of Work

Essential Functions:

- Works with appropriate staff to prepare or assist with grant applications, process grant awards, track compliance, monitor expenditures and assist with reporting needs.
- Identify new funding sources and conduct prospect research.
- Write and submit grants in collaboration with various City departments.
- Follow up with grant-making organizations during their review of a submitted grant application to supply additional supportive material if requested.
- Work closely with the Finance Director to prepare monthly, quarterly, and/or annual reports to government, foundations, and other funders as required.
- Ensures timely receipt of funds from Grantors.
- Prepares reports and evaluates compliance with grant requirements.
- Accounts for all funds expenses and reimbursed.
- Prepares and monitors grant program budgets.
- Attends continuing education programs.
- Verifies, inputs, and retrieves basic and semi-complex financial data transactions in various computer systems, ensuring the integrity of information from subsidiary to main systems.

- Independently analyzes and/or reconciles semi-complex accounts payable.
- Through the use of ledgers, journals and/or spreadsheets, classifies records and summarizes higher level numerical and financial data to compile and keep financial records.
- Compiles semi-complex statistical, financial, accounting or auditing reports and tables pertaining to such matters as, cash receipts, expenditures, accounts payable, payroll and various revenue programs.
- Reviews the processing of purchase orders, payment vouchers and expenditure authorizations and payroll for accuracy and compliance with organizational policies and procedures as related to grant requirements.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. Must be capable of working well with a variety of personalities and leadership styles. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

Minimum Qualifications:

Three (3) years professional experience in grant writing, grant administration, and/or monitoring of various federal or state funding sources; or, Associate's degree in finance, accounting, business, public administration, or a related field and one (1) year professional experience, as described above; OR an equivalent combination of education, training and experience which provide the required knowledge, skills and abilities.

CERTIFICATIONS OR LICENSES

Licenses

None.

Certifications

None.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles, practices and techniques of grant administration, writing, and familiarity with federal, state and local funding processes and programs.

Thorough knowledge of municipal departmental organizations and functions and their interrelationship within the organization, as well as with other levels of government.

Knowledge of the forms, terminology, procedures and electronic systems used in monitoring and administering federal and state grants.

Knowledge of financial operations and bookkeeping principles and standard office terminology, procedures, routines and equipment.

Knowledge of, and ability and willingness to apply, appropriate and applicable accounting principles and procedures, and applications to accounting functions.

Experience with forms, procedures and terminology at Florida Department of Transportation (FDOT), Housing and Urban Development (HUD), Environmental Protection Agency (EPA), and Florida Department of Environmental Protection (FDEP) or similar agencies is preferred.

Knowledge of the principles and practices of public administration grant application and monitoring is desirable.

Demonstrable working knowledge of personal computers and related departmental software.

Ability to prepare proper documentation and logically assemble, organize and present data in written and oral form.

Excellent research skills as demonstrated by the ability to collect, develop, assess, and blend information and recommendations from a wide variety of sources.

Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information, taking advice, and using judgment that is consistent with standards, practices, policies, procedures, regulations or law.

Ability to work under high stress levels, with frequent interruptions and with tight and often changing deadlines.

Excellent written and oral communication skills as demonstrated by the ability to articulate complex information and issues clearly and concisely.

Ability to read and comprehend complex grant guidelines, contracts and agreements.

Ability to prepare comprehensive reports and recommendations.

Demonstrates a strong customer orientation.

Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively and to build effective relationships with individuals of diverse backgrounds, including elected officials, City staff, local, state and national organizations and the general public.

Knowledge of rules and regulations of keeping accounting records.

Knowledge of business English and arithmetic.

Ability to learn and apply more complex principles of accounting rules and regulations

Ability to skillfully operate computers and relevant software and other business machines.

Ability to make mathematical calculations with reasonable speed and accuracy.

ESSENTIAL PHYSICAL SKILLS

- Acceptable hearing (with or without hearing aid)
- Acceptable vision (with or without correction) to include close vision for data entry and reading correspondence, and peripheral vision to be able to greet public as they enter office
- Ability to speak
- Depth perception
- Distinguish colors
- Sitting, standing, walking, stooping, bending, kneeling, pushing, pulling, reaching, crawling, climbing, handling objects or equipment, talking, repetitive motions of hands/wrists
- Hand-eye coordination and fine manipulation skills as necessary to operate computers and various office machines
- Occasionally lift/carry and/or move up to 25 pounds

Environmental Conditions:

- Works inside in an office environment

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date