

CM /rrp  
09/25/2024

## **RESOLUTION NO 2024 - 111**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN JOB POSITION AND DESCRIPTION FOR GRANT WRITER; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID POSITION AND DESCRIPTION; DIRECTING THE CITY MANAGER TO INCLUDE SAID POSITION AND DESCRIPTION IN THE CITY'S POSITION DESCRIPTIONS MANUAL; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Lake City ("City") presently has an approved Position Description Manual (the "Manual") describing all authorized job positions for the City; and

WHEREAS, the City has need of a new position entitled "Grant Writer" (the "New Position"); and

WHEREAS, the City desires to approve the New Position and include the description for the New Position in the Manual; and

WHEREAS, approving the New Position and including the description for the New Position in the Manual is in the public interest and in the interests of the City; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving the New Position and including the description for the New Position in the Manual is in the public or community interest and for public welfare; and
2. In furtherance thereof, the New Position as described in the position description in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is directed to take such actions as are necessary to include the New Position and the description thereof attached as the exhibit hereto in the Manual; and
4. All prior resolutions of the City Council of the City of Lake City in conflict with this

resolution are hereby repealed to the extent of such conflict; and

5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of October, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Stephen M. Witt, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

# City of Lake City, FL

## Classification Description

Classification Title: GRANT WRITER  
Department: CITY MANAGER

Pay Grade: 10  
FLSA Status: Exempt

### General Description

This is professional work responsible for the assigned department's grant research, preparation, evaluation, coordination and monitoring. May assist with budget reviews. Masters all applicable software, organizational processes and procedures. Positions allocated to this classification report directly to a division director or supervisor and work under limited supervision. Work in this class is distinguished from other classes by its specialized grant responsibilities; and from lower level classes by more varied and complex duties, innovation and support of multiple functions.

### 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.
- Confers with citizen groups and committees to develop awareness of the grant programs, and formulates new program recommendations. Provides support to the Lake City appointed boards as relates to grant services, programs and activities.
- Serves on committees related to job functions and represents the department at meetings.
- Prepares grant award agreements with recipient agencies and monitors compliance with grant provisions.
- Works with Division staff to initiate and write grant guidelines and develop policies and procedures for implementation of guidelines.
- Evaluates compliance with grant requirements.
- Accounts for all funds raised and spent.
- Prepares reports and recommendations.
- Prepares and monitors grant program budgets.
- Attends work on continuous and regular basis.
- Tracks work order completion and grant processing.
- 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.
- Through the use of ledgers, journals and/or spreadsheets, classifies records and summarizes higher level numerical and financial data to compile and keep financial

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**NOT FOR  
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records.

- Complies with organizational, Federal and state policies, procedures and regulations related to accounting and taxes and fees levied by the City.
- Interacts with other departments' employees when programs overlap.

(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. 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 appropriate 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:**

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, English or related subject with two (2) years of experience with grant monitoring and coordination, OR Associates Degree from an accredited college or university with five (5) years' experience with grant writing and reports, monitoring and coordination of funds and/or training and experience which provide the required knowledge, skills and abilities; OR an equivalent combination of education, training and experience which provide the required knowledge, skills and abilities.

**CERTIFICATIONS OR LICENSES**

**Licenses**

None.

**Certifications**

None.

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**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.

For assignments in Public Works, experience is required 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.

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 plan, assign, delegate, direct and evaluate the work of assigned staff.

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.

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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.

EXHIBIT-NOT FOR EXECUTION

Print Name

EXHIBIT-NOT FOR EXECUTION

Signature

\_\_\_\_\_  
Date

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