

GRANTS ADMINISTRATOR

FLSA STATUS: Non-Exempt

DESCRIPTION OF WORK

Under general supervision of the Director of Finance, identifies grant opportunities and administrates them once awarded from beginning to completion of the project funded by the granting agency.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Researches publications and manuals for availability of grant funds for a variety of purposes and projects; determines feasibility of using grant funds to supplement City funds in the development of City construction, programs, and functions; works with and responds to inquiries from officials of the City, citizens, groups and other agencies; interprets information available, requests and instructs; presents options for programs and funding to officials and others; prepares and presents applications for grants; administers grant project; develops bid and contract documents for a variety of projects; works as liaison representative of the City with a variety of other agencies and governmental units.

OTHER DUTIES: Other duties as assigned.

QUALIFICATIONS

Knowledge of the process and techniques of grants funds.
Working knowledge of the functions of local government.
Ability to establish and maintain effective working relationships with employees and citizens.
Ability to communicate effectively both orally and in writing.
Ability to effectively research and identify grant funds for City improvements and projects.
Ability to prioritize work.
Skill in the use of personal computers including related word processing spreadsheet software.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work, to lift and carry up to 10 pounds.
Ability to stand, walk, sit reach, grasp and perform similar body movements.
Ability to talk and hear in person and by telephone.
Ability to see and read instructions, documents and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a bachelor degree in public administration, or a similar major and one-year experience in post award grant management.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.