

GRANTS PROGRAM COORDINATOR

DEFINITION

Under limited supervision, performs a variety of difficult and/or complex professional administrative and analytical work in support of the acquisition of grants for City projects and services; manages grant and projects that have City wide impact; may serve as program manager or project coordinator as assigned; prepares detailed reports and recommendations; conducts special projects; performs related duties as required.

CLASS CHARACTERISTICS

The Grants Program Coordinator is a journey level professional class responsible for determining available grants for a variety of City projects and programs. This position conducts projects or direct programs within the parameters of desired objectives, methods to be utilized, and schedule constraints. The Incumbent works within general guidelines and statements of expected results and have a wide latitude for independent decision making.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develops projects and programs to determine potential for grant funding; locates potential funding sources for City projects and programs.

Prepares grant applications including the project description, cost estimates, drawings, photos, maps, time schedules, demographic information, justification, qualifications and other required documentation.

Conducts project management of awarded grants including coordination with grantor; prepares grant documentation and reports; completes grant requirements and conducts post grant evaluations.

Performs financial administration of grants including preparing budget amendments, monitoring of in kind funding, coordinating matching funds and invoicing grantor for monies due.

Conducts assigned projects, preparing and maintaining records, performing research and analysis as required; prepares and may present reports of findings and recommendations on projects/programs managed, operating and organizational procedures.

Performs a variety of duties related to area of assignment and projects; leads or participates in committee activity, contributing views and interests of the department in the execution of responsibilities; represents the City in relations with the community, local, federal and state agencies, and professional organizations; makes presentations relating to areas of assignment and attends/participates in community events.

Coordinates projects, programs and studies with other City departments, public agencies and contractors; provides liaison to the public in the execution of responsibilities.

Participates in budget preparation as it relates to projects and programs funded by grants; investigates proposals for new programs and projects to determine feasibility of grant funding; prepares reports; prepares and controls annual budget for assigned projects and programs; coordinates and processes invoices.

Conducts a variety of planning related activities as needed.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from a four-year college/university with a bachelor's degree in urban planning, engineering, public or business administration, or a related field; and at least four years of closely related, responsible administrative experience in grant writing and project management.

Knowledge, Skills and Abilities

Extensive knowledge of the principles of municipal administration, accounting and auditing, budget and grants management; computer applications in administrative functions; related laws, ordinances, and regulations; principles of research, statistical analysis, and report preparation; effective public relations techniques.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, City staff, and public officials; perform complex professional administrative and analytical work requiring sensitivity to issues; prepare and present reports; represent the City in a variety of meetings; provide liaison to other City personnel, other agencies, and the public; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; operate a computer and utilize a variety of software programs; deal constructively with conflict and develop effective resolutions; assist in developing new policies impacting department operations/ procedures; interpret financial statements and cost accounting reports; evaluate and recommend improvements in operations, systems, procedures, policies and methods.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4, 7, 12.

GRANTSCOOR.SPC