

MAJOR FUNCTION

This is responsible professional position that requires collaboration with internal and external partners, staff and administrators across city government, often serving as a liaison between parties. Conducts grants research, project design, grant writing, and budget preparation. Provides technical assistance, leadership and managerial oversight related to compliance for grants. Deemed an expert in grants management and must be knowledgeable in the Code of Federal Registers, state and local rules and regulations associated with public assistance funding.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Coordinate, advises, and participates in the proposal development process with department project/grant managers, including conducting research, project design, grant writing, budget preparation, and form completion for external funding opportunities. Ensures that the proposal development, award negotiation and execution are in compliance with applicable regulations. Participate in post award activities as needed including award amendments and extensions of time. Provide technical assistance during proposal development and submission, during grant implementation and at the request of department project/grant managers. Plan, coordinate, and communicate grant funding processes and procedures, as well as the use of available software including Microsoft Office suite of products, financial/human resource core systems and grants management systems in use to manage City grant resources. Design and develop training and instructional materials related to grant development, management, and compliance; provides direction to project/grant managers to ensure compliance with state, federal and City regulations and procedures. Serve as lead/mentor to lower level grants officers and provide training and other technical assistance to all grant management staff. Participate in the grant planning and budgeting processes as it applies to grants being supported.

Other Important Duties

Participates on solicitations when grant funding is involved in the project. Monitors departmental efforts and provides assistance to department grant managers seeking grant funding.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of Federal and State regulations regarding grant proposal and application procedures, funding eligibility guidelines, and Formula v. Discretionary funds. Considerable knowledge of systems of internal control, current management/organization theory and practice. Considerable knowledge of governmental auditing and accounting standards, statistical methods, finance, budgeting, and human relations. Ability to quickly acquire working knowledge of federal and state agencies that may departments seek/win awards from. Ability to conduct independent and comprehensive research and evaluation and to provide recommendations and alternatives. Ability to communicate complex concepts in lay terms and to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business administration or public administration or a related field and five years of professional experience in grants administration, accounting, budget analysis, or auditing; or an equivalent combination of training and experience. Two years of the required experience must include working with state and federal grants.

Necessary Special Requirements

Must possess a valid Class E State driver's license at time of appointment.

Established: 08-04-18
09-13-18