

**MAJOR FUNCTIONS**

This is responsible professional work dedicated to grant research, preparation, evaluation, tracking, monitoring, auditing and reporting of all incoming and outgoing local, federal and state grant awards for the City of Tallahassee. Independent judgment, discretion and initiative are required as work is performed with limited supervision under the Assistant City Manager of Administration and Professional Services. Work is reviewed through reports, conferences, observations, analysis of reports and recommendations, and by results achieved.

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

Researches and applies for federal state and local grants. Oversees, monitors makes recommendations, and reports on all received grant funding. Audits, tracks expenditures, and monitors all grants to ensure compliance with grant provisions. Initiates and writes grant guidelines, develops policies and procedures for implementation of guidelines. Develops and maintains a grant database for monitoring and tracking grants, award payments and revenues. Creates on-line grant application forms. Works with Federal Emergency Management Agency grants and reimbursements. Plans and coordinates activities and personnel related to City grant services, programs and activities in accordance with all applicable laws, ordinances, regulations, and directions from local, state and federal offices. Creates and submits Request for Proposal/bid invitations, specifications, contracts and related items. Prepares and presents detailed reports concerning grants administration and compliance. Works with other City departments to ensure proper funding and compliance. May prepare agenda items and make presentations to the City Commission, Leadership Team and other groups as necessary. Demonstrates leadership, initiative and motivates employees in grant acquisition. Communicates clear direction, manages for results and leads organizational change. Performs related work as required.

**Other Important Duties**

May attend City Commission meetings and various meetings/conferences with City department directors, staff and the public. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices, and techniques of grant administration, research and writing. Considerable knowledge of local, state, and federal funding processes and programs. Knowledge of statistical concepts and methods. Ability to manage time and workload effectively to meet deadlines. Ability to make use of information by analysis, correlation, creativity, and objectivity. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to make presentations to groups. Ability to establish and meet deadlines as dictated. Skill in the operation of microcomputers and associated grant management software programs, necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in public or business administration, finance, accounting or a related field and two years of experience in finance or grant administration; or an equivalent combination of training and experience.

Established: 01-09-16

Revised: 02-17-16