

CITY OF GLENDALE

TITLE:	Grants Administrator	CLASS CODE:	385
REPORTS TO:	Management and Budget Director	GRADE:	33
DEPARTMENT:	Management and Budget	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Serves as the City's liaison and knowledge expert on grant administration. Manages and coordinates grant planning and grant strategic planning for the City.

ESSENTIAL FUNCTIONS:

1. Serves as the City's liaison on grant planning and grant strategic planning for the City.
2. Identifies future city program needs and identifies grant fundable opportunities to meet these needs.
3. Designs, develops and manages multi-departmental and multi-agency projects.
4. Manages pre- and post-award activities such as; hiring consultants and/or outside design firms; working with appraisers; ensuring interdepartmental coordination on grant implementation; and ensuring work covered by grant funding is completed.
5. Troubleshoots as necessary problems related to reimbursement activities covered by grant funding.
6. Manages the Grants Administration Matching Fund budget.
7. Provides technical assistance and guidance to all departments in grant preparation and grant implementation.
8. Researches and develops grant-funding sources such as federal, state and private agencies.
9. Researches grant funding opportunities to assess their potential for enhancing the City's resources.
10. Assists departments in determining eligibility for grant funding, and in preparing grant proposals.
11. Establishes internal administrative procedures for acquiring and implementing grant funding; tracks spending to ensure contracts compliance; whereas departments are responsible for contract compliance and accountability.
12. Makes presentations to City management and City Council on grant issues.
13. Writes and edits grant applications.
14. Develops and maintains a network of local and national organizations to support grant applications.

SECONDARY FUNCTIONS:

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS ABILITIES:

Knowledge of:

Federal and state grants availability, audit requirements, principles and procedures of grants, project development and administration.

Principles and practices of public administration and of local government structure and services.

Grant sources, grant application procedures, proposal requirements and reporting requirements.

Program design and development, operations, budgeting and programs evaluation.

Ability to:

Work independently with minimal supervision.

Identify grant-related problems and issues, recommend solutions and implement corrective actions.

Conduct research, analyze findings, prepare and present clear and precise recommendations and reports.

Organize and integrate multiple data sources and complex materials

Assist in developing compliance systems.

Establish and maintain effective working relationships with City management, City Council, government agencies, grant funding agencies, non-profit agencies, private companies, legislators and the general public.

Communicate effectively both verbally and in writing.

Collaborate and coordinate the work of others.

Exercise discretion and judgment in dealing with complex, sensitive issues in public forums.

WORKING CONDITIONS:

Office setting.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Public or Business Administration or a related field and five years of experience in grants development, administration, project development or a related field. Master's degree in Public or Business Administration or related field preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

SPECIALS REQUIREMENTS:

None.