GRANTS MANAGER

DEFINITION
Under general direction, administers and monitors compliance of federal grant funded projects and programs for community development in the City.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Administers and monitors compliance of Federal grant funded projects and programs for community development in the City;
- Manages requests for grant funding and recommends funding to the Mayor and City Council;
- Supervises the development of contracts and agreements with outside agencies governing the use of grant funds;
- Verifies Federal deadlines for submitting reports;
- Provides detailed responses to requests for information from City Council, outside agencies and the public;
- Prepares news information materials for distribution to the community regarding entitlement funding activities;
- Conducts community meetings to provide information regarding eligible community development and housing projects, total funding allocations and obtain input or assess needs;
- Assigns, tracks and reviews work assignments and progress;
- Prepares, reviews and approves the performance evaluation of department staff;
- Develops, establishes, communicates and advocates long and short term division goals and objectives;
- Supervises maintenance of records and documentation in accordance with Federal regulations;
- Reviews and approves expenditure requests and invoices for supplies and services of the Division.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing community development grant funding, grant funded program regulations and procedures, and management principles
- Skilled in assessing and prioritizing multiple tasks, projects, and demands, working with conflicting deadlines to complete projects, providing and following oral and written communications, establishing and maintaining productive working relationships;
- Ability to perform and train other employees on essential duties, effectively communicate verbally and in writing to all levels of staff,
- Proficient in operating a personal computer and other electronic devices to include MS OFFICE software package

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending, may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor degree from four-year accredited college or nin Public Administration, Finance, or Economics or closely related field, AND five (5) years experience working with federal entitlement programs or economic development funding with two years at the supervisory experience. Must possess at the time of application and maintain a valid California Driver’s License.

2007 – Title change and salary upgrade