POLICE GRANTS COORDINATOR

DEFINITION
Under general supervision, administers and manages Federal grants and contracts between City Police Department and grantees.

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 manages Federal grants and contracts between City departments/divisions and grantees;
- Researches and assesses the suitability of available grant funding opportunities utilizing resources including the internet, notifications from local, state and Federal agencies and various publications;
- Recommends and prepares grant applications and related documents;
- Develops Requests for Proposal (RFP’s) for grant funds, reviews proposals and make recommendations accordingly;
- Monitors grants awarded to departments/divisions for compliance;
- Interfaces with internal departments and external agencies;
- Creates contracts, staff reports, financial reports and oral presentations for Mayor, City Council and staff;
- Reviews and audits summary reports, compiles and analyzes statistical data to develop conclusions and makes recommendations to internal and external agencies;
- Develops and implements division procedures manual;
- Provides grant information and assistance to organizations and inquiring citizens;
- Establishes, maintains and copies files for grants awarded.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of Grant application processes, grants administration, and grant regulation practices and principles, proper business English, grammar, spelling, and punctuation, quality file management and organization, City’s policies, contract administration and Memorandum of Understandings, and of effective research and statistical methods;
- Skilled in researching funding sources and application procedures, in providing and following oral and written instructions, and in establishing and maintaining effective working relationships, communicating with all level of staff;
- Ability to effectively communicate verbally and in writing, to perform essential duties with minimum supervision, develop and cultivate productive relationships and work well with others and in a group.
- Proficient in the use of a personal computer to include Microsoft Office Suite and other industry related software to perform essential job functions.

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

QUALIFICATIONS
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor’s degree from an accredited college or university and a minimum of two years full-time professional experience in grants management or analysis within a non-profit or public agency.