SENIOR GRANTS COORDINATOR

DEFINITION
Under general supervision, performs advanced level analytical work in managing Federal grants and contracts between City departments/divisions 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
- Researches, organizes, compiles, summarizes and analyzes data and information; develops and documents recommendations;
- Prepares and presents reports, correspondence, documents, letters and records to management and other agencies;
- Interfaces and communicates with local, state and Federal elected officials, City staff, contractors, vendors and the public.
- Oversees and tracks budgets and grant funds for programs and assigned department;
- Monitors Federal labor requirements and construction projects; reviews and audits summary reports, compiles and analyzes statistical data to develop conclusions and makes recommendations to internal and external agencies;
- Develops strategic plans to address community development and housing needs;
- Prepares and reviews agenda items, budget changes and other administrative functions for compliance with department goals and policies;
- Identifies alternative funding sources and coordinates grant applications, consults with department management and formulates and develops recommendations to write reports.
- Provides coaching, counseling and assistance on professional responsibilities and technical skills;
- Facilitates the collection of information to investigate and respond to requests from assigned Department management;
- Performs research to develop policies and procedures, responds to inquiries regarding procedural issues, complaints, information requests and aids in assigned program development;
- Submits written reports to upper management; attends department, division and committee meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations, organizational planning, analysis principles, research techniques, and of budget and grant management principles and techniques;
- Skilled in preparing complete, complex, comprehensive and accurate reports, assessing and prioritizing multiple tasks, projects and demands, working with conflicting and multiple deadlines to complete projects and assignments, providing and following oral and written instructions in English, and in establishing and maintaining positive and productive working relationships;
- Ability to perform essential tasks with little to no immediate supervision, and to effectively communicate verbally and in writing in English with all levels of staff and the public;
- Proficient in operating a personal computer hardware/software applications to include WORD, EXCEL, POWERPOINT, OUTLOOK and other industry related software and electronic devices.

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

QUALIFICATIONS
Bachelor’s degree from an accredited college or university in Business Administration, Public Administration or closely related field, AND four (4) years of progressively responsible professional experience performing confidential research, complex analysis, budget preparation or public administration support.