

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 288

GRANTS COORDINATOR

GENERAL

This is highly responsible professional, technical and administrative work of considerable difficulty researching, developing and monitoring grants. The employee develops a schedule of programs, projects and activities to obtain grant funding; prepares grant applications and coordinates a wide variety of grants. Work also includes the research, analysis and coordination of a variety of special projects from inception through completion.

An employee in this class writes, reviews, monitors and disseminates information regarding state, local, federal, corporate and foundation grants, and ensures that grants are administered in accordance with local, state and federal and granting organization policies. The employee exercises considerable initiative and independent judgment in planning, coordinating and completing work duties in support of various operating department requirements, goals, objectives and activities. The employee must work effectively with other City departments, representatives of other governmental agencies, community and civic organizations, elected and appointed officials, consultants and vendors. Work may include supervision and coordination of office and other support staff.

Work is performed under the general direction of the Development Services. Work is reviewed through conferences, observation, reports and via program effectiveness and efficiency.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conducts research of available government, corporate and private foundation grants, and disseminates grant information regarding availability to appropriate agencies, departments and units.
- Coordinates, assists with, and writes grant applications, proposals, and grant amendments and grant budgets.
- Prepares agenda items for City Commission consideration regarding grant applications.
- Assists monitoring grant fiscal records for compliance with local, state and federal policies and grant contracts.
- Assists preparing and submitting periodic financial reimbursement requests and progress reports.
- Implements and maintains automated tracking of grant status for auditing/budgeting and other informational needs required for statistical reports and analysis.
- Coordinates and secures cooperative efforts from other governmental agencies and their representatives, and community or civic organizations.
- May prepare interagency agreements for review by the City Attorney's Office, and approval by the City Commission, as part of the grant application process.
- Attends meetings involving joint venture grants.
- Acts as the City liaison with other agencies and community organizations and may attend grant seminars, conferences and meetings related to potential funding.
- Assists preparing and submits grant progress reports.

- Collects data and evaluation information on all grants to determine the effectiveness of each program.
- Coordinate and lead an interdepartmental Grants Management Task Force.
- Performs evaluations on each grant received.
- Develops performance standards and provides oversight and guidance to ensure compliance with program goals and requirements;
- Reviews requests for payments and monitors compliance with grant/loan terms and conditions;
- Provides assistance to other City departments and outside agencies on grant policy and regulation requirements, the implementation of programs and projects in compliance with granting agency regulations;
- Works with granting agencies, project owners, contractors and other City staff to mediate conflicts and resolve problems;
- Responds to correspondence from granting agencies and the general public.
- Makes presentations at public meetings to City Commission, advisory boards and other organizations.
- Conducts workshops and seminars to inform departments and the public of programs; and to provide technical assistance which enhances City staff's and the community's understanding of grant programs and initiatives;
- Prepares correspondence, reports, forms, flowcharts, graphs, spreadsheets, project schedules, and other documentation;
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal, state, local, and foundation regulations governing grants and their funding mechanisms including expenditure and reporting requirements.
- Excellent analytical, writing and communications skills.
- Knowledge of the techniques and methods used in administrative analysis
- Knowledge of research methods and techniques, programs and funding sources.
- Knowledge of the City and departmental policies and procedures related to specific programs and projects regarding community based involvement.
- Knowledge of project management including project evaluation and closeout.
- Ability to manage a variety of projects and assignments simultaneously.
- Ability to direct, supervise and train subordinate personnel.
- Ability to present findings and recommendations to community organizations, the City Commission, and other governmental and private organizations.
- Demonstrated project management skills and an understanding of and enthusiasm for entrepreneurship and creative innovation.
- Strong team orientation and ability to multitask, prioritize and maintain flexibility and composure during deadlines.
- Ability to interpret federal, state, local, and corporate and foundation grant guidelines pertaining to programs and projects.
- Skill in the operation and utilization of computers and applicable software to include word processing, graphics, database and spreadsheets (e.g., Microsoft Word, Excel, Access and PowerPoint).
- Ability to plan and conduct meetings, strategic planning, workshops and conferences.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.

- Ability to establish and maintain effective, professional and positive working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or closely related field. Requires broad administrative and management skills along with strong interpersonal, communication and team building skills with an emphasis on oversight, compliance and program performance. Demonstrated record of success in writing and being awarded competitive grants and contracts. Have three (3) to five (5) years experience in grant seeking, proposal development and writing.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bargaining Unit: Non-Bargaining

PG: 24N

FLSA: Exempt

Work Location: Development Services Advisory Board