

MAJOR FUNCTION

This is professional and administrative worker conducting grants research, assisting with project design, grant writing, and budget preparation for departments/awards assigned. Provide technical assistance, review department's grant related City Commission agenda items, review grant applications, and related grant documents such as grant award contracts. Assist with training city employees on the federal, state, and local rules and regulations associated with public assistance funding. Work is performed under the immediate direction of the Manager-Office of Grants Management. Work is reviewed through conferences, reports and by observation of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assist Senior Grant Officers in the grant planning and budgeting processes as it applies to grants being supported. Ensure that department application forms are complete and ready for timely submission to the funding agency. Research grants that are potentially additional funding resources for department programs. Assist Senior Grant Officer to ensure that proposal development, and award execution are in compliance with applicable regulations. Assist with planning coordinating and communicating grant funding processes and procedures for maintaining the division's centralized grants management system. Provide technical assistance to departments applying for grant funding opportunities. Ensures that the proposal development, award negotiation and execution are in compliance with applicable regulations. Participate in post award activities as needed including award amendments and extensions of time. Monitor departmental efforts and provide assistance to department grant managers seeking grant funding. Participate in training grant users on software including grant research systems, Microsoft Office suite of products, financial/human resource core systems and grants management systems in use to manage City grant awards and resources

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Intermediate knowledge of Federal and State regulations regarding grant proposal and application procedures, funding eligibility guidelines, and Formula v. Discretionary funds. Intermediate knowledge of systems of internal control, current management/organization theory and practice. Intermediate knowledge of governmental auditing and accounting standards, statistical methods, finance, budgeting, and human relations. Ability to quickly acquire working knowledge of Federal and State agencies that may departments seek/win awards from. Ability to conduct independent and comprehensive research and evaluation and to provide recommendations and alternatives. Ability to communicate complex concepts in lay terms and to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business administration, public administration, or a related field; and two years of grants management experience such as monitoring of grant milestones, providing technical assistance, performing administrative task and compliance related experience; or possession of an associate's degree in accounting, finance, business administration, public administration or a related field and four years of the aforementioned experience; or an equivalent combination of training and experience.

Established: 02-23-2022