

## GRANTS COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Grants Coordinator position performs high-level professional work related to grant seeking, grant administration, and coordinating grant management activities on a Citywide basis. Grant seeking and grant administration activities may include any or all of the following: research and identify grant funding opportunities and grant funding needs; research and develop grant-funding sources - federal, state, private, and other sources; develop and catalog external resources in the areas of training, grant funding sources, and other grant related resources; provide assistance in determining grant eligibility; provide technical assistance and training to departments in grant writing, preparation, and management; develop and implement administrative procedures and controls for grant application process; facilitate interdepartmental coordination and communication on multi-departmental grant projects to ensure that grants are processed and administered in a timely manner and according to grant requirements; provide technical expertise in determining grant compliance requirements. The Grants Coordinator position also works closely with other City departments, (example: Financial Services Administration and Accounting) to accomplish the following goals: policy, process and procedure development for financial administration of grants; provide training and technical assistance in financial aspects of grant management and grant compliance; facilitate interdepartmental coordination when processing grant payments and reimbursements; maintain centralized reports of Citywide grant activity (grant applied for, grants awarded, grants closed, etc.); program evaluation and auditing, as well as financial analysis and tracking of grant funds. The Grants Coordinator position has significant responsibility for reporting grant activity and progress to City management. The position will work closely with the City Manager's Office to provide ongoing status updates and reports and will work with various department directors throughout the City to provide technical assistance and advice in matters related to grant administration and management.

This position will serve as the central contact position for online grant application submittals and reporting to federal agencies regarding grants and will maintain a central "gate keeping" function for City access to grant resources and reporting as required by federal agencies.

**Distinguishing Features:** Administrative direction is received from the Assistant to the City Manager-Government Relations with work reviewed through conferences, meetings, written reports, and by overall results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or a related field. Considerable (3 - 5 years) responsible experience in research, finance, or public administration, including experience in grant administration, grant management, grant coordination, obtaining funding for grants projects and programs, and grant writing.

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** The successful applicant will have a strong understanding of the grant life cycle process including grant seeking, grant writing, and the grant management process. Practical experience in these areas is desired. Possession of a Master's Degree from an accredited college or university in Public Administration or Business Administration is highly preferred. Possession of current Grants Professional Credential from Grant Professional Certification Institute is highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with various levels of officials in other agencies outside the City organization. Communicates with the other City employees in explaining and interpreting the regulations, practices, and policies regarding grant application, grant administration, and grant management activities. Gives instructions and information and responds to questions. Instructs others regarding grant application, grant administration, and grant management matters. Prepares written documents, such as research reports, feasibility studies, policies and procedures, memos, schedules, etc.

**Manual/Physical:** Reviews the work of employees engaged in writing grant proposals to ensure compliance with City policies and operating procedures, and federal and state regulations. Monitors and evaluates information and work related conditions to determine compliance with prescribed standards, regulations, and guidelines. Operates office equipment such as printers, personal computers, etc. Enters data into a personal computer to prepare and generate reports and other documents. Attends meetings.

**Mental:** Coordinates the work of others to ensure conformance to grant requirements and established policies and procedures. Researches and analyzes grant related activities to make recommendations to City management. Resolves procedural, operational, and other work related problems by working with departments and granting agencies to facilitate solutions. Comprehends and makes inferences from written material (example: federal and state grant regulations, City policies and procedures). Prioritizes work assignments. Learns job related material through on-the-job training and/or independent study.

## **Knowledge and Abilities:**

Knowledge of:

Principles and practices of public administration and various levels of governmental organization  
General principles and practices of providing grant funded services at the municipal level; and processes and procedures for implementing and administering various federal and state grants.

Ability to:

keep abreast of federal and state grant programs;  
determine eligibility for a variety of grant proposals;  
coordinate and participate in the development of grant applications;  
coordinate and participate in the preparation of grant compliance reports;  
comprehend and make inferences from legal and administrative written materials;  
analyze and compile information and prepare written and oral reports;  
communicate effectively, both orally and in writing; and

work cooperatively and maintain liaison with government officials and agencies at the municipal, county, state, and federal levels.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 54-200

PAY GRADE: 57

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