

City of Mission Job Description

Job Title: **Grants Administrator**



Classification: **Exempt-Administration**

Department: Executive

Division: Grants

Supervisor: City Manager/Deputy City Manager

Effective: 01/21/2020

I. JOB SUMMARY

The individual is responsible for directing the operation of the City grant programs and the performance of administrative duties required to coordinate the activities of the City government. Develops and coordinates grant-funded programs for the City. Reviews literature dealing with funds available through grants from governmental agencies to determine feasibility of developing programs requirements and sources of funds available with administrative personnel. Confers with personnel affected by proposed program to develop program goals and objectives. Outlines how funds are to be used and explains procedures necessary to obtain funding. Writes grant application to funding agency or foundation. Directs and coordinates evaluation and monitoring of grant-funded programs or writes specifications for evaluation or monitoring of program by outside agency. Has considerable contact with the public through phone or in person. Individual will be assigned other duties as needed by supervisor/department head.

II. EDUCATION & EXPERIENCE REQUIREMENTS

- A Bachelor's degree in government, public administration, or related field. A Master's degree is preferred.
- A minimum of five – seven (5-7) years' experience in grants preparation and administration.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant to be rejected from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class C driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.



IV. SKILL AND ABILITY REQUIREMENTS

- Ability to plan, write, prepare, complete, submit and administer applications for federal, state and local funding.
- Ability to deliver public presentations to City Council and citizens.
- Ability to interpret and administer policies and procedures of the City of Mission and of the policies of the program committee as related to grants administration.
- Ability to analyze financial data.
- Ability to resolve conflict among staff members.
- Ability to work as a leader and a team member.
- Ability to establish and maintain effective working relationships with subordinates, public officials, community leaders, and professional groups.
- Ability to maintain knowledge of current literature, trends, and developments in the area of municipal grant administration.
- Ability to communicate effectively, orally, and in writing.
- Must have knowledge and experience with Microsoft applications, Power Point, Excel, Word and Outlook.

V. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Printer, Fax Machine, City vehicle
- Telephone, Calculator, Laptop
- Personal Computer, various computer software
- Personnel Policy Manual

VI. ESSENTIAL JOB FUNCTIONS

- Individual directs the operation of the City grant programs and the performance of administrative duties required to coordinate the activities of the City government.
- Develops and coordinates grant-funded programs for the City.
- On a daily basis reviews literature and research the Internet to find available grant funds from governmental agencies to determine feasibility of developing programs, requirements, and sources of funds available with administrative personnel.
- Confers with the different departments affected by proposed programs to develop program goals and objectives, outline how funds are to be used and explain procedures necessary to obtain funding.
- Coordinate meetings on a regular basis with all department directors on researching grants as necessary.

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- Writes grant application(s) to funding agency, whether it is federal, state, local or private foundation.
- Critiques and ensures grant proposals written by City department staff are correct and accurate.
- Directs and coordinates evaluation and monitoring of grant funded programs, write specifications for evaluation or monitor grant programs by outside agencies.
- Individual must have professional contact with the public through phone or in person.
- Prepares monthly, quarterly, and/or annual reports to federal, state and local funding agencies as required.
- Maintains master files on all grants and monitors all paper work connected with grant-funded programs.
- Communicates with representatives of funding sources to work on details of proposals.
- Works closely with the Assistant Finance Director (Finance Staff) in preparing reimbursement reports for all City grants.
- Assists in maintaining or redefining the department's future direction and ways of doing business in response to changing City needs; develops, implements and monitors appropriate plans, schedules and action steps.
- Addresses and resolves personnel issues as needed.
- Works in the development of departmental budget; analyzes ongoing budget; monitors departmental revenues, expenses and purchasing.
- Coordinates and prepares reports to the auditors in cooperation with the Finance Department.
- Performs tasks assigned by his immediate supervisor.
- Performs all job functions with particular attention to proper safety and City policies and procedures as related to the job position.
- Assists various departments during agency audits pertaining to grants.

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VII. NON-ESSENTIAL JOB FUNCTIONS

- Attend City functions when necessary.

VIII. WORK ENVIRONMENT

Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

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X. PHYSICAL DEMAND ANALYSIS**MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Picking up binders, notebooks, books
	6-10 lbs	O	Picking up a chair
	11-20 lbs	O	Picking up a box of computer paper
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
CARRYING	Up to 5 lbs	O	Binders, books, notebooks
	6-10 lbs	O	Picking up a chair
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
PUSH/PULLING	Up to 5 lbs	O	Filing Cabinet
	6-10 lbs	N/A	
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	

N-Never

O-Occasional 1-33%

F-Frequently 34-66%

C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Climbing stairs
STOOPING (bending at waist)	O	Pickup a paper or open a filing cabinet
KNEELING (one or both knees)	O	Open a filing cabinet
CROUCHING (bending at hips/knees)	O	Pickup a paper from floor
CRAWLING	N/A	
REACHING	F	Pickup papers, retrieve books, reaching for phone
TWISTING/TRUNING (rotation)	F	Turn around and reach for phone
HANDLING (manipulated objects)	F	Using adding machine, picking up phone, typing with computer key board and writing
FINGERING (finger dexterity)	F	Using adding machine
STANDING	F	Meeting customers
WALKING	C	Going to meetings and other duties
GRASPING (whole hand activities)	O	Pencil or pen to write or use computer mouse
SITTING	F	Sitting at desk, riding in City vehicle, sitting at meetings
BALANCING	N/A	

N-Never O-Occasional 1-33 % F-Frequently 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date