

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Grants Manager

**Department:** Administration

**Pay Grade:** 512

**FLSA Status:** Exempt

**Job Code:** A108

#### JOB SUMMARY

The purpose of this classification is to plan, organize, and manage the City's grants programs and to administer funding from granting agencies in support of various City projects and programs.

#### ESSENTIAL JOB FUNCTIONS

- Develops, writes, administers, and monitors financial activities of grant-funding opportunities to derive additional sources of income from local, state, and federal agencies or from private/philanthropic resources in support of City programs or projects.
- Interprets, explains, applies, and ensures compliance with stipulations, guidelines, and requirements of granting agents and with all applicable laws, rules, regulations, standards, policies and procedures: initiates any actions necessary to correct deviations.
- Consults with Deputy City Administrator, City Administrator, City Council, Mayor, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations: prepares agenda items, resolutions, budget documents, memorandum, or other documentation for presentation to City Council.
- Coordinates grant-related activities with City departments, City officials, outside agencies, or others as needed: reports availability of grant funding opportunities to department heads, City Administrator, City officials, or related agencies; provides technical assistance relating to administration and management of grants; establishes and maintains networking contacts in various agencies and organizations relating to grants.
- Provides technical assistance to departmental representatives regarding grant projects: meets with department managers and City officials to discuss funding issues and programs; provides individual and/or group training sessions relating to grant writing, post-award grant administration, and other grant issues.

- Researches various media sources to identify grant funding opportunities and to determine availability of grant funding for City departments, projects, or programs: reviews Internet web sites, newsletters, publications, and other sources; researches state/federal funding programs; secures and reviews funding source documents; researches specific conditions and qualifications of each grant opportunity in relation to federal guidelines, state laws, and City policies; analyzes funding budgets for grant opportunities; evaluates potential applicability of specific grants for City use; determines or recommends whether to apply for various grant programs.
- Coordinates development of grant funding applications to secure grant funding for projects or programs: assists with preparation of grant applications and related documentation in prescribed format as directed by grant outlines or instructions for submission to appropriate agencies.
- Coordinates and/or delivers presentations of grant proposals to appropriate agencies, committees, officials, and/or other individuals: develops persuasive, compelling proposals designed to win competitions against proposals from other agencies; provides oral presentations, correspondence, or other information to influence decision-makers and to raise awareness and support for funding of a proposal; monitors status of grant applications and follows up on applications to determine possible award.
- Processes grant contracts and agreements: conducts negotiations with funding sources; secures matching funds from the City.
- Conducts or assists with administration of approved grants: participates in project planning and assists in scheduling project implementation; ensures compliance with all stipulations and requirements included in initial and ongoing grant approval; prepares status reports on progress of projects and submits to appropriate individuals or agencies; ensures timely submission of required reports/documentation to appropriate agencies/individuals.
- Provides financial oversight for administration of grant funds: conducts routine monitoring; prepares grant budgets, budget amendments, budget change forms, and related documents; assists in accounting for expenditures of grant funds; obtains from each grant contact person quarterly reports reflecting expenditures and reimbursement requests for the preceding period; ensures completion and submission of required financial reports in accordance with grant/contract guidelines.
- Conducts mock audits on all grant programs prior to end of the City's fiscal year: utilizes results of mock audits to identify and correct problems involving accounting and reporting.
- Compiles or monitors administrative and/or statistical data pertaining to grant activities: prepares status reports and other related reports; maintains associated files/records.
- Assists with development and implementation of long and short term plans, goals, and objectives pertaining to the area of assignment: evaluates current status of, use of, and need for grant funds within the City organization; analyzes and forecasts future trends and/or regulations pertaining to grant functions, and implements modifications to City systems as needed to comply with new requirements; evaluates efficiency and effectiveness of programs, operations, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.
- Prepares and administers grants for Single Audit Act: creates database and files for each grant, including records of contracts, project numbers, expenditures, and revenues; prepares reports.

- Administers various grant programs for the City: administers the City's Tree Planting Partnership Program in conjunction with local non-profit groups to implement small landscape improvement and beautification projects; administers the City's Community Development Block Grant Program in conjunction with Fulton County to implement projects in low/moderate income neighborhoods; administers the City's HOME Investment Partnership Program in conjunction with Fulton County to assist local Certified Housing Development Organizations to fund projects benefiting low/moderate income families with affordable housing.
- Develops, updates, and implements policies and procedures relating to grant administration and grant management.
- Provides budgetary input relating to area of assignment: monitors expenditures to ensure compliance with approved budget.
- Prepares or completes various forms, reports, correspondence, grant proposals, grant letters, grant applications, budget documents, audit documents, policies, procedures, or other documents.
- Receives various forms, reports, correspondence, audit documents, budget documents, revenue/expenditures status reports, grant/funding source documents, grant contracts, grant reports, schedules, payment requests, photographs, newspaper articles, professional journals, publications, policies, regulations, law books, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates an automobile, personal computer, general office equipment, digital camera, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.
- Communicates with City Administrator, City officials, employees, other departments, federal/state government agencies, funding agencies/foundations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Supervises, and directs volunteer(s) and members in National Service, processing concerns and problems, directing work, counseling, disciplining, and terminating. Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations, and provides technical expertise.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a Bachelor's degree in Public Administration, Business Administration, or closely related field and five (5) years of related experience that includes public grant administration/coordination, grant writing, budgeting, funding source research, project management, and personal computer operations, or equivalent combination of education and experience. Master's degree preferred.

### **Licenses or Certifications:**

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Possess a nationally accredited grant and/or fundraising professional credential.

### **Special Requirements:**

- None

### **Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices associated with grant planning, grant management, and grant administration.
- Knowledge of state and federal laws affecting grants.
- Knowledge of municipal budgeting procedures.
- Knowledge of or familiarity with the portal, word processing, spreadsheets, design and photo tools, and NITRO/pdf; grant implementation/project management technology including federal government portals such as ASAP.gov, MUNIS, draw-down systems, SAMs, IDIS, and eGrants.
- Ability to effectively perform public speaking and public relations functions.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria; including exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*