

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	Z04
FLSA:	NE
WC:	8810
PG:	-
EEO:	5

CLASSIFICATION TITLE: GRANT PROJECT COORDINATOR (PART-TIME)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide grant project management, project implementation services, research of various media sources to identify grant funding opportunities and determine availability of grant funding for City (affiliated) non-profit organizations' project and programs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Grant Division staff with grant project management and implementation.

Performs duties under general supervision and maintains responsibility for all aspects of the project for the life of the project.

Leads and directs cross-functional teams to deliver projects within the constraints of schedule, budget, and scope.

Demonstrates sufficient knowledge and experience to apply standard methodology to projects that have well-defined requirements and deliverables.

Assists Grant Division staff with grant research.

Facilitates agreements and maintains partnerships with local non-profit organizations.

Maintains list of projects and programs for the City and local non-profit organizations.

Maintains a database of potential government, private foundation, corporate and for-profit funders.

Interviews non-profit organizations' development professionals to determine organizational/project grant readiness and makes recommendations.

Tracks grant awards received by non-profit organizations and impact analysis.

Operates personal computer, general office equipment, 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.

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.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, entering data into computer, typing documents, proofing/editing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; Bachelor's degree preferred; supplemented by three (3) years of experience working at a non-profit organization or government agency; knowledge of grants and/or fundraising; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Certified Associate in Project Management (CAPM) credential preferred. Project Management Professional (PMP) or Grants Management Certificate Program credentials acceptable.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires thorough knowledge of the principles and practices associated with grant planning, grant management, and grant administration; requires thorough knowledge of state and federal laws affecting grants;

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the 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.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, 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.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.