

*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 Specialist II

**Department:** Administration

**Pay Grade:** 5010

**FLSA Status:** Exempt

**Job Code:** A129

#### JOB SUMMARY

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

#### ESSENTIAL JOB FUNCTIONS

- Oversees grant project development planning, design and contracting services; coordinates as needed with Public Safety, Community Development, Economic Development, budget staff and other City Departments as needed. Responsible for development of grant project budgeting, coordinating and scheduling varied funding sources and rules.
- Supervises assigned staff and manages the administration of the City's Community Development Block Grant and HOME Investment Partnership Programs funded by the U.S. Department of Housing and Urban Development (HUD): processes monthly and annual reports; prepares and evaluates eligible programs for Mayor and City Council review and approval on an annual basis; oversees all program requirements for each project funded by the program; acts as liaison with the U. S. Department of Housing and Urban Development.
- Supervises assigned staff and manages the administration of the Justice Assistance Grant (JAG) from the U. S. Department of Justice (DOJ).
- 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 and initiates any actions necessary to correct deviations.

- Assist in the preparations to establish the methodology to properly apply, award, administer, account, and report on grant funding; counsels and trains current or potential sub-recipients; processes financial reimbursement requests from sub-recipients; and maintains the existing tracking methodology for grant projects.
- Provide post-award coordination and close-out for all grants; and calculates grant project outcome measures.
- Coordinates daily work activities; monitors status of work activities; meets/confers with assigned staff regularly to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise; ensures effective and efficient operation of division, provides options based on sound engineering principles that are also in line with the City's goals and objectives.
- Communicates with the Grants Manager as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Interprets, explains, applies, and assists the Grants Manager with compliance with stipulations, guidelines, and requirements of granting agents and with all applicable laws, rules, regulations, standards, policies and procedures and initiates any actions necessary to correct deviations.
- Consults with the Grants Manager 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.
- Prepares responses to open records requests, freedom of information requests, lawsuits, and other official response documents as required by the Office of the City Clerk or Legal Department.
- Takes an active role in preparing for monthly committee meetings, city council meetings, work sessions, and other City business meetings. Presents any and all staff actions in a professional manner. Prepares graphical aids such as photographs, charts, metrics, talking points, etc.
- 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. Assists the Grants Manager with research into grant funding opportunities, especially the Stimulus funding.
- 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.
- 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.
- Assists the Grants Manager with financial oversight for administration of grant funds and conducts routine monitoring.

- Assists or 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.
- Provides support, organization and documentation for grant projects in preparation of the programmatic portion of the Single Audit Act; maintains a database and files for each grant, including records of contracts, project numbers, expenditures, and revenues; prepares reports.
- Assists in preparing and administering the departmental budget; adjusts priorities as needed; identifies needs and obtains and allocates resources for the division; ensures appropriate cost accounting for state and federally funded projects.
- Develops, updates, and implements policies and procedures relating to grant administration and grant management.
- 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.
- 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.
- Performs general/clerical tasks, which may include preparing press releases, 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**

#### **Education and Experience:**

Requires a Bachelor's Degree in Public Administration, Business Administration, or closely related field; supplemented by five (5) years previous experience and/or training that includes public grant administration/coordination, project management, construction management, budgeting, funding source research, project management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Master's degree preferred.

#### **Licenses or Certifications:**

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

**Special Requirements:**

- Previous management of community development block grant and HOME Program administration experience, grant project tracking software, open software platforms and/or grant reporting portals competency is preferred.
- Previous federal, state, local and private foundation grant seeking, grant award administration, and grant close-out experience is preferred.

**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.
- Ability to interpret federal, state, local and private grant requirements.
- Ability to interpret federal grant requirements and specifically, those of the Community Development Block Grant, HOME program and the U.S. Department of Housing and Urban Development.
- 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.
- 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 colors or shades of colors, and 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.*