

JOB TITLE: Grants Administrator

GR/6

DEPARTMENT: Grants, City of Jonesboro

JOB SUMMARY: This position is responsible for researching, writing and administering grants and outside funding to ensure City grants are properly administered, recorded, spent, documented, and reported.

MAJOR DUTIES:

- Oversees the administration of all grant programs, from grant application to grant close-out.
- Researches and identifies potential sources of funding; prepares written reports outlining grant opportunities; informs departmental grants representatives of specific grant opportunities.
- Coordinates work with department heads to implement programs.
- Serves as liaison between the City and grant providers; seeks out and develops contacts with key individuals.
- Conducts periodic and regular reviews of grants files for compliance with grant requirements.
- Ensures reports are prepared and submitted per grant requirements on a timely basis.
- Establishes and ensures maintenance of a grant filing and information system to monitor grants throughout the grant life, to provide responses to information requests, to ensure reconciliation between the City's financial records and grantor records, and which meets all grant requirements.
- Ensures fund availability for all grant applications.
- Develops cost allocation, obtains grantor approval of cost allocations, and ensures effective implementation of the cost allocations; reviews and updates cost allocations in a timely manner.
- Monitors grant reimbursement requests to ensure regular preparation; tracks request and receipt of grant reimbursements.
- Ensures the development and maintenance of departmental grant filing systems to capture and file necessary documentation.
- Addresses documentation and reporting issues with departmental personnel; advises management as necessary.
- Appears before funding agencies to present information required for consideration of requested grants.

- Conducts research, analyzes data, and compiles written and statistical reports as requested.
- Ensures grants are properly closed on a timely basis.
- Establishes and maintains hard copy and computer filing and record-keeping systems; develops file disposal procedures.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles, practices and techniques of grants administration.
- Knowledge of federal, state, and local regulations pertaining to the administration of grants.
- Knowledge of the city code of ordinances and other regulations, policies, and procedures.
- Skill in writing grants.
- Skill in utilizing a personal computer and various spreadsheet and word processing software applications.
- Skill in preparing and presenting accurate and reliable reports.
- Skill in identifying and solving problems.
- Skill in interpersonal relations.
- Skill in oral and written communications.

SUPERVISORY CONTROLS: The employee works independently in organizing work to reach goals and meet deadlines. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include relevant state and federal laws, grant program rules and regulations, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied grants implementation and administration duties. The need to be sensitive to political factors and legal issues contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to administer the city's grants program. Successful performance enhances the orderly growth and economic development of the City.

PERSONAL CONTACT: Contacts are typically with co-workers, employees in all City of Jonesboro departments, state employees, federal departments, elected officials, representatives of business and civic organizations, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, resolve problems, motivate or influence persons, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has supervisory authority over all Grants Programs.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship, internship or having had a similar position for two to three years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas.