

City of Jonesboro Grants Coordinator Job Description

Exempt: Yes
Department: Grants
Reports To: Chief Financial Officer
Location: City Hall
Date Prepared: January 10, 2011
Date Revised: January 19, 2011

GENERAL DESCRIPTION OF POSITION

This position is responsible for the coordination of grant researching and writing and securing outside funding to ensure grants are obtained for the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the administration of all grant programs, from grant application to grant close-out. This duty is performed daily.
2. Researches and identifies potential sources of funding; prepares written reports outlining grant opportunities. This duty is performed irregularly.
3. Coordinates work with department heads to implement programs. This duty is performed daily.
4. Serves as liaison between the City and grant providers; seeks out and develops contacts with key individuals. This duty is performed daily.
5. Conducts periodic and regular review of grants files for compliance with grant requirements. This duty is performed irregularly.
6. Ensures reports are prepared and submitted per grant requirements on a timely basis. This duty is performed monthly.
7. 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. This duty is performed daily.
8. 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. This duty is performed irregularly.
9. Ensures the development and maintenance of departmental grant filing systems to capture and file necessary documentation. This duty is performed irregularly.
10. Addresses documentation and reporting issues with departmental personnel; advises management as necessary. This duty is performed irregularly.
11. Appears before funding agencies to present information required for consideration of requested grants. This duty is performed irregularly.
12. Ensures the development and maintenance of departmental grant filing systems to capture and file necessary documentation. This duty is performed annually.

13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 2 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority:	\$ 9,000,000
Funds, Property & Equipment Responsibility:	\$ 9,000,000

SUPERVISORY RESPONSIBILITIES

Supervises 1 non-supervisory employee(s). Departments supervised by this position include Grants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or

mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Spreadsheet

Basic: Accounting, Alphanumeric Data Entry, Contact Management, Presentation/PowerPoint

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to sit; regularly required to walk, use hands to finger, handle, or feel, talk or hear; and frequently required to reach with hands and arms; occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee

encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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