

**AGENDA  
ITEM**

**25**



# CITY COUNCIL

## AGENDA STAFF REPORT

**DATE:** February 5, 2025  
**TO:** Mayor and City Council  
**APPROVED BY:** Juan Contreras, Acting City Manager *Jnc*  
**REVIEWED BY:** Karla Chaparro, Finance Director *KC*  
**PREPARED BY:** Juan Contreras, Acting City Manager  
**SUBJECT:** Approve the Establishment and Recruitment of the Grants Manager Position.

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**Recommendation:**

It is recommended that the City Council approve the establishment and recruitment of the Grants Manager position as outlined in the attached job description. This position is critical for identifying and securing grant funding to support City projects, enhance operational efficiencies, and ensure compliance with grant requirements.

**Background:**

The Grants Manager position has been developed to address the City’s growing need for effective grant management and to secure additional funding sources for City operations. This role is designed to ensure compliance with grant requirements, maximize the City’s revenue-generating potential, and streamline grant-related processes across departments.

**Discussion and Analysis:**

The Grants Manager will focus on identifying and applying for federal, state, local, and private grants to support City projects. This position will also oversee the proper management of funds to ensure compliance with grant requirements, maintaining detailed records, and preparing financial reports. In addition, the Grants Manager will collaborate with City departments to optimize revenue-generating operations and promote innovation through new technologies and procedures. The role requires independent judgment and expertise in financial analysis, grant writing, and compliance, making it essential for the City’s fiscal health and growth.

The proposed salary schedule for this position is based on the City’s existing classification and compensation structure:



This range reflects the level of responsibility, expertise, and qualifications required for the role, ensuring the position remains competitive and attractive to qualified candidates.

**Conclusion:**

The establishment of the Grants Manager position will provide the city with a dedicated professional to identify funding opportunities, manage grants effectively, and ensure compliance with all applicable requirements. This position is vital to enhancing the City's fiscal sustainability and advancing critical projects for the benefit of the community.

**Fiscal Impact:**

The financial impact of this position will include the salary range of \$7,657 to \$9,308 per month, max annual \$111,696.00 plus applicable benefits. The position is expected to generate significant returns by securing grants and other funding sources to offset its cost and support City projects.

**Coordinated With:**

Acting City Manager Juan A Contreras

**Attachments:**

1. Grants Manager Job Description
2. Salary Range Table

ATTACHMENT NO. 1



## **CITY OF CALEXICO**

**CLASS TITLE: GRANTS MANAGER**

**SALARY: \$7,657 - \$9,308**

**RANGE: G-55**

### **BASIC FUNCTION:**

Under direction of an assigned supervisor, identifies sources of revenue through grants, efficiencies in City operations, implementation of new technologies and procedures, etc. Prepares, reviews, oversees the management of City grants to assure compliance with grant requirements and coordinates with City departments to enhance revenue generating operations. Performs related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents exercise considerable independent judgment. May provide direction to support staff.

### **GENERAL INFORMATION**

Bargaining Unit: Unrepresented, At-Will Management

FLSA Status: Exempt

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Identifies potential sources of revenue through grants, efficiencies in City operations, implementation of new technologies and procedures.

Oversees management of City grants to assure compliance with grant requirements.

Works closely with other City departments to identify and improve revenue generating operations.

Prepares and reviews grant applications and supporting documentation to ensure compliance with funding requirements, including researching, compiling, and interpreting demographic and statistical data necessary for the applications.

Maintains records for grants and other funding sources for compliance with applicable regulations and policies, including quarterly financial reports.

Prepares reports detailing the status of all grant applications and availability of additional funding sources.

**December 2013**

Meets with representatives of other public agencies, individuals or groups in the development or promotion of the City's funding efforts.

Develops and implements contracts to receive funds for department activities or to provide funds to private organizations to perform grant-related activities.

May contact and appear before state and local elected officials to obtain support for various proposals, projects, or legislative actions; prepares reports for application approval and/or expenditure authority.

Performs related duties as required.

*The preceding activities have been provided as examples of the types of work performed by persons assigned to this position. The City reserves the right to add, modify, change, or rescind work assignments as needed.*

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic budgetary principles and methodology.  
Federal, state, local and private sources of grants.  
Statistical methods, research techniques and applications.  
Principles and practices of grant procedures and management.  
Basic fiscal functions and operations of a municipality.  
Record-keeping techniques

**ABILITY TO:**

Identify potential grant funding sources.  
Understand the principles and practices of public funding, as well as, management techniques and procedures.  
Prepare grant applications and obtain/compile supporting documentation.  
Initiate and analyze financial data in conjunction with grant application and grant management.  
Prepare, submit, and present complex written reports.  
Interpret and apply complex regulations, legislation and guidelines.  
Develop, administer, and maintain grant oversight systems and procedures to ensure compliance with funding requirements.  
Coordinate and plan multiple projects.  
Maintain accurate records and files related to the funding process.  
Establish and maintain cooperative and effective working relationships with others.  
Express ideas and recommendations effectively in oral and written form.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Completion of Bachelor's Degree or a related field from an accredited college or university and two years of direct work experience in grant writing.

Associate of Science/Associate of Arts plus 3 years experience or 5 years of experience with ability to trade 2 years experience for 2 years college level education. Five years of progressively responsible financial and/or accounting experience may be substituted for direct work experience in grants writing.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License with an acceptable driving record.  
Able to work a flexible schedule to include weekends and evenings, as needed.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Stooping, bending, and reaching for files  
Standing and sitting for extended periods of time.  
Hearing and speaking to exchange information.  
Dexterity of hands and fingers.  
Seeing to read a variety of materials.

## ATTACHMENT NO. 2



Attachment 2:

The financial impact of this position will include the salary range of \$7,657 to \$9,308 per month, max annual \$111,696.00, plus applicable benefits. The annual fiscal impact for this position at Step 1 including both salary and benefits is \$157,665.32.

| <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Step 5</b> |
|---------------|---------------|---------------|---------------|---------------|
| 7,657         | 8,040         | 8,442         | 8,864         | 9,308         |