



## **CITY OF CALEXICO**

### **CLASS TITLE: GRANT COORDINATOR**

**SALARY: \$4,779 - \$5,809**

**RANGE: G-41**

### **BASIC FUNCTION:**

Under the direction of the Planning and Building Services Director, the Grant Coordinator performs technical and professional duties in the development, analysis and monitoring of budgets, grants and financial documents. The purpose of this classification is to provide administrative and programming support for federally funded grant projects. The Grant Coordinator position performs economic and community development functions which include the more responsible, varied, and technically difficult, developmental, or analytical assignments; review and administer loans, grants or development contracts including responsibility for approval or denial of varied and difficult loans, grants or development contracts for the predevelopment, development, rehabilitation, or construction of housing, economic and community development projects; provide technical assistance; act as liaison; perform program design and problem resolution; manage a loan, grant or development contract portfolio including monitoring responsibility; may assume lead responsibility over lower level professional staff or serve as a team leader.

### **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:**

Proficiency in reading and comprehending complex local, state, and federal regulations and interacting with local, state and federal officials.

Considerable knowledge of Community Development Block Grants (CDBG) and various federally funded grant programs.

Excellent communication skills, both oral and written.  
Demonstrated ability to work independently.

## **Grant Coordinator- Limited Term**

Proficiency in using a data base system.

Ability to work with diverse community and organizational groups.

Possession of a valid driver's license with good driving history.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data.

Ability to formulate economic development packages for grants.

Develop grant programs, processes, and applications.

Assists with the program activities: tracks and maintains contracts and agreements; assists with the procurement of professionals such as architects and contractors; provides information regarding projects and programs to citizens, coworkers, managers, and other departments; maintains calendars and ensures compliance with project timelines; coordinates program and work activities with allied organizations and agencies; and keeps supervisor apprised of activities, issues and concerns.

Monitors assigned projects: monitors budgets and tracks expenditures; reviews and gathers reports and documentation; conducts site visits; verifies project progress; and ensures project compliance with contract details and program requirements.

Performs related complex technical work: participates in preparing and submitting required reports, involving a variety of source materials, considerable knowledge of policies and procedures and working knowledge of program guidelines; follows up on projects; transmits information; maintains knowledge of department activities; may organize special events, workshops and related activities; and assists in a variety of department operations as assigned.

Maintains accounting databases and spreadsheets creates, updates, and maintains databases to assist with required reporting; collects, compiles, prepares and verifies documentation and data; and enters documentation and data into various computer systems and programs.

Prepares and submits financial analysis and related reports: maintains financial records and reports for assigned projects; assists in preparing quarterly and annual budgets; assists in reviewing reports and documents for completeness and compliance with program regulations; researches and compiles information from various sources; and provides monthly updates to supervisor.

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Maintain technical documents and tools such as legal contracts, sub-grantee agreements, award letters, monitoring tools, activity reporting forms, and application guidelines.

Compiles, researches, and analyses program data for grant reports.

Provides and maintains information and assistance to the general public and applicants and provides materials or handouts concerning HUD and CDBG requirements and issues.

Composes, compiles and edits a variety of correspondence, forms, reports, presentations and other material, maintains and retrieves database information, routes documents for approval within established timeline, follow retention policy and ensures accuracy and integrity of data.

Prepares public hearings and study session presentations and community outreach activities

Develops and maintains in-house case and project files and databases

Follows all mandated CDBG regulated timelines and ensure timely submission of reports

Completes data entry in HUD's Integrated Disbursement and Information System (IDIS)

Conducts environmental reviews for proposed capital improvement projects

In collaboration with the City of Calexico team, monitors sub-recipient agencies awarded CDBG funding through the Human Services grant program. This includes providing training to sub-recipient agencies in proper use of CDBG funding and reporting requirements.

Performs site reviews and audits as needed to determine program compliance.

Prepares quarterly reports by compiling and evaluating data collected from sub-recipients.

Responsible for entering this data into HUD's financial reporting system.

Prepares end of year report with recommendation on actions to be taken with approval from Manager and Finance Director.

As needed, provide support to the administration of the Essential Home Repairs Program to include:

- Conducts applicant intake interviews to determine eligibility of applicants interested in the grant loan programs available to the public.
- Documents income of new customers and compiles a financial spreadsheet for each customer to include income and monthly expenditures.
- Tracks, identifies, recommends and undertakes actions as needed to recover or write-off program debts from customers.

## **Grant Coordinator- Limited Term**

- Demonstrates a respectful attitude towards customers and coworkers that promotes teamwork, open communication, and effective customer service.
- Acts with the customer in mind, responds to requests promptly and provides effective services or solutions for customers.
- Exercises appropriate level of initiative and judgment to make decisions within the scope of assigned authority.
- Perform related duties as assigned.
- Assist with federally funded grant data, reporting, and projects as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in economics, planning, business or public administration, engineering, plus demonstrated knowledge of real estate lending practices; OR (B) Equivalent of two (2) years of college with two (2) years' experience administering Federally Funded and Block grant programs or substantial private sector experience processing real property loans. Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

#### Licenses and other Requirements:

Valid California Class C driver's license.

#### Knowledge, Skills, & Ability:

Considerable knowledge of the methods, procedures and techniques involved in the review, inspection and enforcement of municipal codes and applicable State and Federal requirements.

Knowledge of federal housing programs or community development funding.

Strong customer service skills including experience working with persons with disabilities.

Experience working with individuals and families experiencing homelessness.

Knowledge of accounts receivable and accounts payable practices and procedures.

Experience in maintaining computerized databases, entering and organizing data accurately.

Experience in developing and maintaining filing systems.

Strong computer skills with strong knowledge of MS Office suite.

Ability to effectively communicate information, both verbally and in writing, to support organizational objectives and interact with all levels of personnel within the city in a positive and cooperative manner.

Ability to read and comprehend a variety of technical written communications, reports and contracts.

## **Grant Coordinator- Limited Term**

Ability to exercise initiative and judgment as well as make decisions within the scope of the functional area.

Ability to manage multiple projects, assignments, and programs at the same time.

Math: 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

Site acquisition and site development experience in a development operation in a capacity such as land agent or project manager.

Loan packaging experience with a governmental housing, economic and/or business finance program(s).

Packaging home or other development loans, grants or development contracts utilizing private, State and Federal financing as a staff member of a housing/economic development corporation, or other organization fulfilling a similar function generating new construction, housing rehabilitation and/or development projects which benefit low and moderate income people.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

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

Maintains accounting databases and spreadsheets creates, updates, and maintains databases to assist with required reporting; collects, compiles, prepares and verifies documentation and data; and enters documentation and data into various computer systems and programs

Prepares and submits financial analysis and related reports; maintains financial records and reports for assigned projects; assists in preparing quarterly and annual budgets; assists in reviewing reports and documents for completeness and compliance with program regulations; researches and compiles information from various sources; and provides monthly updates to supervisor

Ability to perform mathematical calculations using algebra, geometry, and trigonometry.

Ability to establish and maintain effective working relationships with city personnel, state and federal agencies and private organizations as needed.

Ability to communicate effectively, both orally and in writing.

Ability to prioritize and organize multiple projects.

## **Grant Coordinator- Limited Term**

### **WORKING CONDITIONS:**

#### Work Environment & Physical Demands:

While performing essential job duties, incumbent is regularly required to stand, walk, talk, smell and hear. The incumbent is occasionally required to climb, balance, bend and crawl.

Also required is an individual with normal hearing (corrected to within a normal audio range) for significant contact with the public and other employees.

Physical inspection of project work and sites requires an incumbent to be ambulatory and to possess a reasonable degree of manual dexterity.