



CITY OF CALEXICO

CLASS TITLE: GRANTS MANAGER

SALARY: \$6,753 - \$8,208

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.

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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.