

POSITION DESCRIPTION

Title: Grants Administrator (Job Class Code: 0207)
Department: Finance

Effective Date: July 1, 2015
Grade: 15
Status: Exempt

GENERAL PURPOSE

A professional administrative level position that optimizes the City of Slidell's opportunities for identifying, preparing, and administering grants once they are received by the city. The Position will coordinate the City's grant writing, submission, administration and monitoring with the cooperation of various city department directors.

SUPERVISION RECEIVED:

Position works under the supervision of the Director of Finance.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Establish goals, priorities, and needs for outside funding through meetings with the Mayor, Council members, and Department Directors.

Researches grant opportunities by reviewing the Code of Federal Regulations, federal and state web sites, and private foundation web sites.

Gathers pricing data and compiles necessary research documentation to prepare successful grant applications.

Establishes and maintains an ongoing working relationship with grantor institutions.

Establishes and maintains system to track grant applications and report deadlines for grant awards and meets those deadlines.

Oversee management of awarded grant funds, ensures that funds are being spent as designated in the grant award and ensures compliance with special provisions. Ensures compliance of grant portfolio from start to close out.

Meets with accounting personnel to help set up grant financial accounts and establish and revise project budgets.

Performs various general grant administration functions such as requests for reimbursements and ensures accuracy and timeliness of progress reports.

Reviews and authorizes all grant fund disbursement before submission for payment to Finance Director.

Tracks amounts received and amounts due from grantors.

Resolves procedural, operational, and other work related problems by working with departments and the granting agencies to facilitate solutions.

Prepares for granting agency audits.

Composes progress reports, annual reports, updates, etc that may be required by the grantor agency in a timely manner.

Prepares a monthly report of activities for the Director of Finance and the Mayor.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Five years of demonstrated experience in successful grant writing and administration experience. Experience working for a municipality or other government entity preferred. Bachelor's Degree and/or Master's degree may substitute for up to two (2) years of experience or any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- Federal and State Grants availability, compliance requirements, principles and procedures of grants, project development and administration.
- Knowledge of proper procurement procedures and other compliance requirements for federal grants.
- Knowledge and ability to use personal computers and related software.
- Good oral and written communication skills.
- Good organizational skills.
- Good research skills.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Telephone, copier, answering machine, fax machine, printer, and computer.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate equipment, objects, tools, or controls. The employee is occasionally required to sit, and talk or hear.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

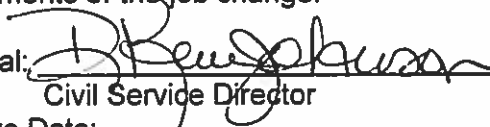
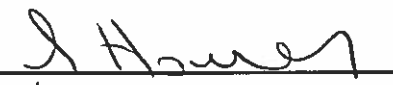
While performing the duties of this job, the employee frequently works in an office environment where the noise level is moderate to low.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:  Approval: 
Civil Service Director Director
Effective Date: Revision History: