



City of Greenfield

GRANTS COORDINATOR

Job Title:	Community Engagement Coordinator
Department:	Grants
Reports To:	City Manager
Employee Type:	Fulltime
FLSA Status:	Exempt
Effective Date:	03.2021

DEFINITION:

The Grants Coordinator position performs high-level professional work related to grant seeking, grant administration, and coordinating grant management activities on a Citywide basis. Grant seeking and grant administration activities may include any or all of the following: research and identify grant funding opportunities and grant funding needs; research and develop grant-funding sources - federal, state, private, and other sources; develop and catalog external resources in the areas of training, grant funding sources, and other grant related resources; provide assistance in determining grant eligibility; provide technical assistance and training to departments in grant writing, preparation, and management; develop and implement administrative procedures and controls for grant application process; facilitate interdepartmental coordination and communication on multi-departmental grant projects to ensure that grants are processed and administered in a timely manner and according to grant requirements; provide technical expertise in determining grant compliance requirements. The Grants Coordinator position also works closely with other City departments, (example: Financial Services Administration and Accounting) to accomplish the following goals: policy, process and procedure development for financial administration of grants; provide training and technical assistance in financial aspects of grant management and grant compliance; facilitate interdepartmental coordination when processing grant payments and reimbursements; maintain centralized reports of Citywide grant activity (grant applied for, grants awarded, grants closed, etc.); program evaluation and auditing, as well as financial analysis and tracking of grant funds. The Grants Coordinator position has significant responsibility for reporting grant activity and progress to City management. The position will work closely with the City Manager's Office to provide ongoing status updates and reports and will work with various department directors throughout the City to provide technical assistance and advice in matters related to grant administration and management.

This position will serve as the central contact position for the online grant application submittals and reporting to federal agencies regarding grants and will maintain a central “gate keeping” function for City access to grant resources and reporting as required by federal agencies.

Distinguishing Features: Administrative direction is received from the City Manager- Government Relations with work reviewed through conferences, meetings, written reports, and by overall results achieved. This class is FLSA exempt • administrative.

ESSENTIAL FUNCTIONS:

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City.

Community Outreach:

- Handle public relations, such as developing strategic relationships with the community.
- Developing press releases, advertising, brochures, and other materials for community distribution.
- Organize outreach special events and planning to promote services for the local community.
- Collecting and analyzing data on local demographics, developing results and presenting the conclusions to the relevant departments.
- Create activities to supplement and support City services for the community.
- Perform administrative duties, such as mailings, program records and budget information for community outreach activities.
- Nurture new and old relationships with collaborative partners.
- Maintain a calendar of outreach activities, including community events, workshops and other communication opportunities.

Communication: Communicates with various levels of officials in other agencies outside the City organization. Communicates with the other City employees in explaining and interpreting the regulations, practices, and policies regarding grant application, grant administration, and grant management activities. Gives instructions and information and responds to questions. Instructs others regarding grant application, grant administration, and grant management matters. Prepares written documents, such as research reports, feasibility studies, policies and procedures, memos, schedules, etc.

Manual/Physical: Reviews the work of employees engaged in writing grant proposals to ensure compliance with City policies and operating procedures, and federal and state regulations. Monitors and evaluates information and work-related conditions to determine compliance with prescribed standards,

regulations, and guidelines. Operates office equipment such as printers, personal computers, etc. Enters data into a personal computer to prepare and generate reports and other documents. Attends meetings.

Mental: Coordinates the work to ensure conformance to grant requirements and established policies and procedures. Researches and analyzes grant related activities to make recommendations to City management. Resolves procedural, operational, and other work-related problems by working with departments and granting agencies to facilitate solutions. Comprehends and makes inferences from written material (example: federal and state grant regulations, City policies and procedures). Prioritizes work assignments. Learns job related material through on-the-job training and/or independent study.

- Provides initial contact with the public for callers contacting the City over the telephone and occasionally at a public counter; determines the nature of the contact; provides factual information regarding services, policies and procedures, takes messages, or directs the caller to the proper individual or agency.
- Proofreads and checks materials for accuracy, completeness, compliance with departmental and City policies and correct English usage, including grammar, spelling and punctuation.
- Establishes and maintains office files; research and compiles information from such files and purges or transfers files as required.
- Processes incoming and outgoing mail.
- Process purchase requisitions and orders as needed.
- Operates a variety of standard office equipment, including a computer, copier, facsimile equipment, a centralized telephone system
- Attend department staff meetings as directed

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of

- Standard office practices and procedures, including the operation of standard office equipment.
- Business arithmetic.
- Business letter writing and the standard format for correspondence and reports.
- Correct English usage, including spelling, grammar and punctuation.
- Computer applications related to the work.
- Filing principles and practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals, in person and over the telephone.

Skills / Abilities

- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Planning, organizing, administering, coordinating, reviewing, and evaluating the functions of the department and meeting critical deadlines.

- Performing technical, detailed, and responsible administrative work.
- Applying and explaining policies, procedures, and regulations.
- Making accurate arithmetic calculations.
- Have knowledge of the City budget, working with the City Manager to update budget annually and mid year adjustments.
- Compiling and summarizing information to prepare clear and accurate reports.
- Typing or word processing at a rate of 40 net words per minute.
- Must exhibit maturity, professionalism, confidentiality, and the ability to remain focused on tasks, meet deadlines, and show initiative.

QUALIFICATIONS

Employee Values: All employees of the City of Greenfield are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

MINIMUM QUALIFICATIONS REQUIRED:

Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a bachelor's degree in public or business Administration, or a related field. Considerable (3 • 5 years) responsible experience in research, finance, or public administration, including experience in grant administration, grant management, grant coordination, obtaining funding for grants projects and programs, and grant writing.

PREFERRED/DESIRABLE QUALIFICATIONS:

The successful applicant will have a strong understanding of the grant life cycle process including grant seeking, grant writing, and the grant management process.

Practical experience in these areas is desired. Possession of a master's degree from an accredited college or university in Public Administration or Business Administration is highly preferred.

Possession of current Grants Professional Credential from Grant Professional Certification Institute is highly desirable.

ADDITIONAL REQUIREMENTS:

License

Must possess a valid California class C driver's license and have a satisfactory driving record that is acceptable by the City's insurance carrier.

Background

Must be able to successfully pass a comprehensive background check.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment; stamina to maintain attention to detail and work on a computer for an extended period of time; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone

and on a two-way radio. Tasks, particularly dealing with property and evidence maintenance, requires the ability to exert light physical effort, including but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds or less).

All of the statements listed in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.