

## Class Title: Grants Management Assistant

### BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for assisting with the coordination and administration of the financial management of the City’s HUD Community Development Block Grant programs, HOME, and other federal and state grant processes which are designed to benefit neighborhoods, and low and moderate income persons. Assists the Administrator in the city wide grant application, approval, contract and notice to precede processes for City departments, non-profit agencies and community organizations. Ensures that all CDBG, HUD, and OMB regulations are met. Interfaces with federal and state agency officials, non-profit agency boards and staff, other city agencies and sub recipients of City grant funds to ensure that they are accountable for and in compliance with all grant requirements. In addition, ensures that grant allocations are properly approved through the City process.

### ESSENTIAL FUNCTIONS:

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares financial information related to HUD grants including CDBG and HOME implementation and contracts for project management and pass through of regulatory requirements to external agencies. Reviews grant conditions and grant award ensuring that all grant requirements are addressed prior to grant acceptance.
2	S	Assists with developing and implementing grant related policies, guidelines and procedures to ensure program compliance. Develops reporting systems to assure the City’s ability to meet grant reporting requirements.
3	S	Provides technical assistance to City departments in the preparation of grant applications. Evaluates departmental expenditure estimates and makes necessary adjustments. Evaluates budget reductions and enhancement requests for funding for city departments. Assists department with the preparation of their detail budget documents.
4	S	Researches and interprets the Code for Federal Regulations; OMB Circulars, federal handbooks, foundation requirements for applicability to City’s grant programs, and assesses the impact of changes to City’s program administration and communicates modification to affected offices. Assists in contract administration of City general fund neighborhood grant programs, and other City grant programs. Performs programmatic and grant effectiveness performance assessments, as initiated by the City Administration. Develops and implements project tracking system to ensure the timely contracting and implementing of grant funded projects.

**CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge of accounting, budgeting, business administration or finance. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	One year of professional work experience in public budgeting, finance or grant accounting.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read federal regulations, federal handbooks, grant reporting instructions, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division
Writing	Work requires the ability to write various reports, contracts, letters, memorandum, and general correspondence.
Managerial	Managerial responsibilities include coordinating the work of staff for the completion of budgets conducting task forces related to cross-departmental projects and programs.
Budget Responsibility	Responsibility for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from meetings, traveling
Lifting	O	Office supplies, files, books, manuals
Carrying	O	Office supplies, files, books, manuals
Pushing/Pulling	O	Chairs, file cabinet drawers, doors
Reaching	O	Filing in cabinet drawers, office supplies
Handling	O	Office supplies, files, books, manual
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	
Bending	R	Filing in cabinet drawers
Twisting	O	To/from computer to desk, to/from computer to telephone
Climbing	R	Stairs, ladders
Balancing	R	Stairs, ladders
Vision	C	Computer, desk work, writing, reading, observations, use of office equipment, training classes
Hearing	C	Telephone, co-workers, staff, supervisor, accountants, City Manager, Senior Planner, Financial Analyst, meetings, presentations, training classes
Talking	C	Telephone, co-workers, staff, supervisor, accountants, meetings, presentations, training classes
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other	N