Class Title: Grants Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:
Responsible for advanced professional and lead work managing and supporting the City’s federal and state grant process. Manages and administers the citywide grant application, approval, contract and notice to precede processes for City departments, non-profit agencies and community organizations. Helps ensure that all federal and state grant requirements are met. Interfaces with federal and state agency officials, non-profit agency boards and staff, other city agencies and subrecipients of City grant funds. Helps ensure accountability and 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.

<table>
<thead>
<tr>
<th>Physical Strength Code</th>
<th>ESSENTIAL FUNCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 S</td>
<td>Assists with directing, planning, and supervising the citywide grant application, approval, contract and notice to precede processes for City departments, non-profit agencies and community organizations. Performs administrative functions and financial management related to grants 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. Researches and interprets the Code for Federal Regulations, OMB Circulars, federal handbooks, foundation requirements for applicability to City’s grant programs, 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.</td>
</tr>
<tr>
<td>2 S</td>
<td>Develops, formulates and implements grant related policies, guidelines, and procedures to ensure program compliance. Develops reporting systems to assure the City’s ability to meet grant reporting requirements.</td>
</tr>
<tr>
<td>3 S</td>
<td>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. Prepares and administers the operating budget development by coordinating the preparation of budget documents, evaluating budget requests, analyzing expenditure and revenue budgets, and developing detailed explanations of changes.</td>
</tr>
<tr>
<td>4 S</td>
<td>Provides expert advice 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 departments with the preparation of their detailed budget documents. Assists with the implementation of the Capital Improvement Program including the financing of projects.</td>
</tr>
</tbody>
</table>
## CLASS REQUIREMENTS:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formal Education / Knowledge</strong></td>
<td>Work requires broad knowledge of accounting, budgeting, business administration or finance; as well as significant knowledge of local, state and federal grant policies and procedures. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Three years’ experience in public budgeting, finance, or accounting.</td>
</tr>
<tr>
<td><strong>Certifications and Other Requirements</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>Work requires the ability to read federal regulations, federal handbooks, grant reporting instructions, letters, memorandum, and general correspondence, financial data, various reports, and memos.</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td>Work requires the ability to write various reports, contracts, letters, proposals memorandum, and general correspondence.</td>
</tr>
<tr>
<td><strong>Managerial</strong></td>
<td>Managerial responsibilities include monitoring personnel performance, approving budgets, establishing a grants management process for citywide grants policy and facilitating communication and teamwork.</td>
</tr>
<tr>
<td><strong>Budget Responsibility</strong></td>
<td>Responsibility for helping develop budgets and presenting them to the Director of Budget and Senior Management. Responsible for adhering to all budget regulations and implementation schedules.</td>
</tr>
<tr>
<td><strong>Supervisory / Organizational Control</strong></td>
<td>Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.</td>
</tr>
<tr>
<td><strong>Complexity</strong></td>
<td>Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.</td>
</tr>
<tr>
<td><strong>Interpersonal / Human Relations Skills</strong></td>
<td>Contact 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.</td>
</tr>
</tbody>
</table>
OVERALL PHYSICAL STRENGTH DEMANDS:

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

PHYSICAL DEMANDS:

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

This is a description of the way the job is currently performed; it does not address the potential for accommodation.
MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:
Computer, standard Microsoft Windows and Office software, Department of Housing and Urban Development Mainframe Application, City mainframe financial system

ENVIRONMENTAL FACTORS:

<table>
<thead>
<tr>
<th>HEALTH AND SAFETY</th>
<th>ENVIRONMENTAL FACTORS</th>
<th>PRIMARY WORK LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Hazards</td>
<td>N Dirt and Dust</td>
<td>Office Environment X</td>
</tr>
<tr>
<td>Chemical Hazards</td>
<td>N Extreme Temperatures</td>
<td>Warehouse --</td>
</tr>
<tr>
<td>Electrical Hazards</td>
<td>N Noise and Vibration</td>
<td>Shop --</td>
</tr>
<tr>
<td>Fire Hazards</td>
<td>N Fumes and Odors</td>
<td>Vehicle --</td>
</tr>
<tr>
<td>Explosives</td>
<td>N Wetness/Humidity</td>
<td>Outdoors --</td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>N Darkness or Poor Lighting</td>
<td>Other (see 2 below) --</td>
</tr>
<tr>
<td>Physical Danger or Abuse</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Other (see 1 below)</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

(1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:
None

NON-PHYSICAL DEMANDS:

<table>
<thead>
<tr>
<th>NON-PHYSICAL DEMANDS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Pressures</td>
<td>F</td>
</tr>
<tr>
<td>Emergency Situations</td>
<td>N</td>
</tr>
<tr>
<td>Frequent Change of Tasks</td>
<td>F</td>
</tr>
<tr>
<td>Irregular Work Schedule/Overtime</td>
<td>O</td>
</tr>
<tr>
<td>Performing Multiple Tasks Simultaneously</td>
<td>O</td>
</tr>
<tr>
<td>Working Closely with Others as Part of a Team</td>
<td>F</td>
</tr>
<tr>
<td>Tedium or Exacting Work</td>
<td>O</td>
</tr>
<tr>
<td>Noisy/Distracting Environment</td>
<td>R</td>
</tr>
<tr>
<td>Other (see 3 below)</td>
<td>N</td>
</tr>
</tbody>
</table>

(3)