

CITY OF MADERA
GRANT ADMINISTRATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the activities and operations of the Grants Division of the City; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council and City Administrator; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Grant Administrator is a department head level class responsible for the overall administration and operation of the Grants Division and is responsible for all activities related to identifying, securing, administering and reporting of a variety of Federal, State and local grant and entitlement programs, as well as the City's transit programs and the Madera Downtown Business Association.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Administrator or his designee. Exercises direct supervision over professional and clerical staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Accepts full responsibility for all Grants Division activities and services, including identification of grant possibilities, grant writing and
- application, administration, accounting, and reporting; City transit programs; and the Madera Downtown Business Association.

- Develops, implements and maintains departmental goals, objectives, policies and procedures; works directly with departmental personnel in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

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- Plans, directs and coordinates the Grants Division work plan through department staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Oversees the selection and training of grant program personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; assigns work to staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Drafts proposed resolutions and ordinances; prepares correspondence, reports and recommendations for the City Administrator.
- Prepares, manages and coordinates the development of the Grants Division budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for grants staff, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive, productive and cooperative work environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of grants and transit; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Grant Administrator. A typical way of obtaining the required qualifications is to possess the equivalent of three years of directly related experience at a professional level in grant writing and funding activities or municipal finance, and a bachelor's degree in business administration, public administration, urban planning, or a related field. A masters degree in business administration, urban planning or public administration may be substituted for one year of the required experience.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Principles, problems and methods of grant proposal writing and administration: local, state, federal, corporate and non-profit grant and funding sources; research methods: statistical analysis; public administration policies and procedures; structure and organization of public sector agencies; principles and practices of supervision, training, management consultation and program analysis; principles and practices of budget development and implementation; modern office practices, methods and equipment, including a computer and applicable software. Knowledge of State and Federal grant accounting principles.

Ability to:

Supervise and direct the work of others performing grant writing, administration and reporting; analyze administrative, operational and organizational problems; evaluate alternatives and reach sound conclusions; consult effectively with management and staff; identify private, state and federal funding sources; serve as a liaison between various public agencies and community groups; prepare complete and comprehensive funding applications; make effective presentations to funding providers to explain needs; supervise, train and motivate assigned staff; prepare clear and concise administrative documents and reports;

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apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, desktop publishing and software applications.