

## CITY OF MADERA GRANTS SPECIALIST

*Class specifications are only intended to present a description 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 general supervision, performs a variety of responsible grant administrative and secretarial duties for the director of a department or a major division; provides information regarding department policies, procedures and functions; performs other related duties as required.

The length of the position is based on continual funding from government grants. The primary function of this position is to assist in the implementation of the Owner-Occupied Rehabilitation Program, Home ownership Classes, Down Payment Assistance Programs and Transit Programs.

Although not required but preferred, the incumbent should have a working and speaking knowledge of the Spanish and English language.

### **DISTINGUISHING CHARACTERISTICS:**

The **Grants Specialist** is an advanced journey class in which provides a variety of complex, responsible secretarial and administrative support to the director of a department. Incumbents expected to function with very little direct oversight.

The incumbent will coordinate Home ownership Training Program including the determination of the class sessions needed; recruitment; preparation and delivery of materials for training; maintenance of records, Home Buyer Training materials, books, tools and budget. This position will work with numerous funding sources including HUD Community Development Block Grant, Federal Transit Administration and HOME programs as well as other grant programs.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a department head or division manager. May exercise direct or technical and functional supervision over lower level office support staff.

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

- ❖ Provides responsible, and complex grant administrative and secretarial support; types and proofreads a wide variety of complex grant reports, letters and memoranda; independently prepares correspondence; types from rough draft or verbal instructions;

takes and transcribes dictation and composes correspondence not requiring the attention of the Director or other manager.

- ❖ Screens office and telephone callers; responds to complaints and requests for information on department regulations, procedures, systems and precedents relating to assigned responsibilities; receives and routes incoming mail.
- ❖ Maintains a wide variety of records, files and logs related to department operations and activities; maintains confidential and personnel files; conducts periodic retention and purging of files in compliance with applicable guidelines.
- ❖ Assists and coordinates housing programs for local jurisdictions including fiscal monitoring of budgets, review loan applications, preparation of loan documents, review closing documents from primary lenders, realtors and title companies. Process Program Income derived from activity delivery costs. Conducts income testing to determine individual and family grant eligibility.
- ❖ Assists in the preparation of quarterly and annual performance reports to participating jurisdictions (Federal, State and local). Processes invoices associated with the programs. Maintains all files associated with the programs. Interface with customers and establish marketing plan and cooperative and effective working relationships.
- ❖ Assist in the preparation and development of grants and proposals.
- ❖ Participates in special projects as assigned.
- ❖ Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **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 statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**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 **Grants Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of administrative and secretarial

experience or the performance of related work, and a high school diploma or equivalent and or two (2) years of experience in customer service, loan processing and real estate work.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California Driver's license may be required for some positions.

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

**Knowledge of:**

Assigned department functions, programs, policies and procedures; basic functions and organization of municipal government; modern office procedures, methods and equipment including computers; business letter writing and basic report preparation; principles and procedures of record keeping; English/Spanish usage, spelling, grammar and punctuation; pertinent federal, state and local laws, codes and ordinances.

Knowledge of various Home ownership Programs including Down Payment Assistance, Rehabilitation Programs and Transit Programs. Research and analysis methods, loan terms, financial principles associated with determining discounts and interest and accounting principles and practices.

**Ability to:**

Perform responsible and difficult confidential secretarial work involving the use of independent judgment and personal initiative; understand the organization and operation of the assigned department, other City departments and outside agencies as necessary to assume assigned responsibilities; interpret and apply departmental rules and policies; prioritize work; independently prepare correspondence and memoranda; analyze situations accurately and adopt an effective course of action; meet deadlines; take and transcribe dictation at a speed necessary for successful job performance; respond to requests and inquiries from the general public; work independently in the absence of supervision; operate and use modern office equipment including a computer; 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 and software applications; operate two-way radio and other communications equipment; type accurately from clear copy at a rate of 50 words per minute.