

CITY OF MADERA

PROGRAM MANAGER - GRANTS

*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 direction, performs professional administrative and program support duties related to grant funded programs; develops, implements and administers grant funded activities through research, analysis and preparation of proposals and reports; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Program Manager - Grants** is a single position class in which the incumbent is expected to independently perform the full scope of duties associated with needs identification, grant application and grant administration for programs including home ownership, economic development, air quality, rehabilitation and community development. This classification is distinguished from the Assistant City Administrator class which has overall grants program responsibility as well as broader City-wide operational responsibility.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Assistant City Administrator. May exercise technical and functional supervision over office support staff.

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

- Plans, organizes, directs and coordinates the activities of one or more program area, including grant and proposal writing, program development, administration of grant funds, accounting and reporting.
- Supervises and oversees housing assistance programs; may conduct basic environmental reviews; provides program monitoring and reporting.
- Conducts research into potential public and private grant and funding sources; writes grant proposals, applications and letters of intent; develops and implements solicitation programs.
- Tracks grant proposals; coordinates contracts and documents; administers funds and develops tracking, reporting and evaluation systems; maintains master files on grants and monitors all paperwork connected with grant-funded programs; monitors sub-recipients.
- Coordinates assigned work with related activities by other City departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities.

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- Attends various staff and community meetings serving as liaison and provides staff assistance to various citizen and community interest groups; researches and identifies community needs that may be addressed by available funding sources.
- Assists the City Administrator's Office and other City departments with disseminating information; represents the City Administrator's Office on various City and intergovernmental committees.
- Conducts policy and legislative analyses; oversees a variety of special projects.
- 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 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 **Program Manager - Grants**. 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, and a Bachelor's degree in business administration, public administration, urban planning or a related field. A Master's 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.

Ability to:

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; 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.