

The City of  
**MADERA**



# JOIN OUR TEAM!

## Are you...

Interested in municipal government and public service?

An independent thinker and self-starter?

A team player who wants to contribute?

A person who wants to make a difference in the Madera community?

## NOW RECRUITING FOR:

### Grants Administrator

Apply by 3pm, 9/24/2021

**ANNUAL SALARY: \$82,172 - \$104,874**

\* 2% COLA effective July 2022, 2023, and 2024 \*

\* \$1,500 lump sum July 2022, 2023, and 2024 \*

\* 5% pay incentive for Master's Degree \*

### PRIMARY RESPONSIBILITIES

The Grants Administrator is a division manager in the City's Finance Department, and reports to the Director of Financial Services. The division is responsible for several municipal formula and categorical grant programs. This includes CDBG entitlement, Home In-vestment Partnership (HOME), FTA funding for transit programs, DOJ/OCJP grants for gang and drug resistance, California Infrastructure & Economic Development Bank (I-Bank) loans, EDA grants, and various other funding resources and programs as identified to benefit the City and its citizens. The incumbent must be familiar with the principals, problems, and methods of grant proposal writing and administration. The Grant Administrator is responsible for developing and maintaining positive working relationships with granting authorities, and has overall responsibility for compliance with grant draw-down and reporting requirements.

### QUALIFICATIONS

**Experience:** A minimum of 3 years full time experience in grant writing and funding activities

**Education:** A Bachelor's Degree in business, public administration, urban planning, or a related field is required. A Masters Degree in business, public administration or urban planning may be substituted for 1 years of experience.

**Licenses:** Valid Class C Drivers License

### EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list. The examination process may consist of the following parts: Application Package Review; Qualifying Only; Oral Exam; 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

## learn more



# madera.gov/apply

# COMPENSATION & BENEFITS



## SALARY

Compensation and benefits for the Grants Administrator position are defined in the Memorandum of Understanding between the City and the Mid Management Bargaining Unit, as well as the City's Personnel Rules. The City pays its employees every 2 weeks, or 26 times per year. The bi-weekly steps for this position are as follows.

Step A	\$3,160.49
Step B	\$3,318.41
Step C	\$3,484.49
Step D	\$3,658.71
Step E	\$3,841.60
Step F	\$4,033.65

## LIFE INSURANCE

The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

## LONG TERM DISABILITY

This city paid benefit provides up to 60% income protection.

## BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.

## DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

## EDUCATION INCENTIVE

- 5% of base pay for a job-related Master's Degree
- 7% of base pay for a job-related Doctorate Degree

## EDUCATION REIMBURSEMENT

Up to \$2400/fiscal year for college coursework with prior approval from your Department Head.



## RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

### Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

### Tier I Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

### New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

## HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Anthem Blue Cross or Kaiser. Dental insurance is through Delta and vision coverage is through Superior.

## EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

## PAID LEAVE

The City of Madera offers a generous paid leave program, including paid holidays, sick leave, vacation, and administrative leave.

## GENERAL INFORMATION

Applications may be obtained from the City's website [www.madera.gov/](http://www.madera.gov/) apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.