



## Grants Specialist Management Services      Purchasing

Actively supports and upholds the City's stated mission and values. Employees of this classification are responsible for operational level decision making (decisions on carrying out the operations of the selected process.) Duties are heterogeneous (requiring varying knowledge, skills, and abilities) with a more complex degree of difficulty/diversity compared to other positions in the same grade. Under direction of the Grants and Contracts Manager, employees of this class are expected to make routine, independent, decisions in the coordination of day-to-day operations of the City's Grants and Contracts Management program.

### **ADMINISTRATIVE DUTIES**

- Supervisory: This job does not have formal supervisory responsibilities.
- Budgetary: This job does not have budgetary responsibilities, but carries out day-to-day activities within approved budget.
- Strategic Planning: This job does not have strategic planning responsibilities, but carries out day-to-day activities in order to reach the stated goals and objectives.
- Policies/Procedures: This job has partial responsibility for policies and procedures at the program level (assists with developing, implementing, and interpreting).
- Compliance: This job has partial responsibility at the program level (follows, assists in ensuring compliance with, and may enforce) Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
- Council Communications: This job carries out day-to-day activities in accordance with Council's adopted priorities and direction.
- Reporting: This job has partial responsibility for reporting to Federal/State/Local agencies at the program level (gathers information, completes reports, and assists in addressing discrepancies in reporting) for the following reports/agencies: DOJ, DHS, DOT, DOE, DOC, EPA. Assists in preparation, review and compliance of Civil Rights Title VI Plans for submission to Federal & State agencies.

### **EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

- Provides excellent customer service to both internal and external customers.
- Manages small to medium City-wide grants, some with a degree of significant complexity.
- Reviews grant proposals and applications prepared by other City divisions for completeness, accuracy, and timeliness prior to submittal to the Grants Manager, Management Services Director and City Manager for approval.
- Completes pre-award proposal applications to include statistical information, budget information, certifications, narrative, and other related documents.
- Completes post-award agreements, pertinent attachments, time extensions, budget adjustments, and tracking and timely filing of required reports, and assists with staff summary preparation.
- Performs post-award compliance monitoring in order to comply with Federal, State, and Local grant terms and conditions/regulations and assurances (office of management and budget circulars, City and funding agency policies and regulations, program statutes, procurement regulations).
- Researches eligible grant funding opportunities, maintains knowledge of available municipal grants, and informs other city divisions of available grants.
- Monitors grant awards to ensure project progresses in a timely manner and meets project goals/intended purpose.
- Meets with internal and external auditors to audit grants for successful closeout.
- Maintains a comprehensive computer database on city grants to include basic submittal and contract information.

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- Verifies that grant related clauses, certifications, and conditions are met.
- Assists staff, contractors, and consultants with questions regarding grant agreements, grant related paperwork, guidelines, city grant procedures, city ordinances, and local, state and federal laws and regulations.
- Participates as directed in various meetings such as commission meetings, division and section meetings, council and council workshop meetings, and inter-agency meetings, as necessary for grant matters.
- Attends grant workshops, conferences, and meetings to ensure coordination and communication between all parties as related to grant compliance and financial management.
- Provides various reports internally and externally on accounting encumbered, expenditure and balance amounts for various grants.
- Conducts closeout and evaluation to include final reporting, audit issues, and project conclusion.
- Provides various spreadsheets to divisions on proposed, current, and terminated grants.
- Advises staff of new/updated regulations, manuals, circulars, and letters of instructions for grant compliance.
- Participates in the Single Audit Report by assisting with preparation and review of Schedule of Federal Expenditures, providing files to auditors, and answering questions from external auditors.
- Assists in preparation of the Disadvantaged Business Enterprise Plan (DBE) and submits required reports. Assists in preparation of the Equal Employment Opportunity Plan (EEOP) and submits required reports. Develops and maintains City grant's website.
- Reconciles grants to the General Ledger.
- Performs Journal Entries, as needed.
- Other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Bachelor's Degree in Public Administration, Business Management, or related field.
- Three years of hands-on, in-depth grant experience.
- One year of computer experience to include Word, Excel, Adobe Acrobat, and the Internet.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

### **OTHER REQUIREMENTS**

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

- Knowledge of generally accepted accounting and auditing principles and practices.
- Ability to plan, implement, monitor and close grant agreements of all types and for a variety of purposes in a workable and concise manner.
- Demonstrated ability to maintain a high degree of organization, with attention to detail and accuracy.
- Working knowledge of computer software related to word processing, spreadsheets, and databases.
- Ability to understand, interpret, and communicate, grant, and financial terminology.
- Ability to learn grant related terminology and project management principles and procedures.
- Ability to inspect and track varied grant projects and to monitor appropriate paperwork, authorizations, signatures, payments, reporting, and compliance.

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- Ability to coordinate and communicate with parties involved in the grant and financial administration of on-going projects.
- Ability to establish and maintain effective working relationships with grant and capital project managers, finance department, legal department, all client departments, funding agencies, auditors, and the general public.
- Ability to organize and coordinate multiple tasks, work independently, maintain confidentiality and take initiative to improve upon current operations in a collaborative manner.
- Ability to learn grant management and financial software.
- Ability to prepare and present narrative and written reports.
- Knowledge and skill in applying analytical and evaluative techniques, identification and resolution of grants administration issues and knowledge of laws, regulations, policy, and other requirements that affect grant program administration.
- Ability to work under the pressure inherent of meeting numerous and conflicting deadlines.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to use hands to finger/handle/feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.
- There are no special vision requirements for this position.
- There are no special working conditions for this position.
- The noise level in the work environment is usually moderate.

**CLASSIFICATION INFORMATION**

Range 9, B-2-5, FLSA non-exempt