

Department: Administration

Position: *Grants Administrator*

Job Description:

Responsible for identifying grant opportunities, preparing grant applications, securing grants of all types, and assisting in the management of approved grants in specified functional and program areas. Work is performed under the supervision and direction of an administrative supervisor.

An employee in this class is responsible for researching and identifying grant opportunities, preparing grant applications and the management of approved grants within city departments. This position will also be assigned special projects by the administrative staff. Work requires independent judgment to determine courses of action, ability to develop and articulate presentations of facts and support conclusions and recommendations. Supervision is received from a professional superior who evaluates work through review of completed projects.

This is professional work of a specialized nature which involves problem solving and decision making. Independent judgment is exercised in performing duties which include identifying, developing and coordinating intergovernmental resources available to the City in the form of grants; systematic investigation and research of community and City needs; determination and recommendation of programs which are fundable; securing of grants for selected programs; and monitoring the administration of such programs.

Duties and Responsibilities:

Conducts research to identify, apply for, administer, supervise, coordinate and monitor federal, state, and local grants or loans in accordance with applicable standards, regulations, and guidelines.

Interacts with federal, state, and local agencies to ensure that grant projects comply with program guidelines for expenditure, funding, and accountability.

Investigates, researches and analyzes legislation relating to federal, state and local grant programs;

Obtains access to new legislation relating to current and future programs;

Works in close conjunction with City department directors to determine programs which could be funded through grants;

Prepares grant applications and proposals for submittal; including writing, reviewing, and editing grant applications and proposals;

Coordinates and participates in city and other governmental meetings related to grant needs and applications.

Prepares monthly reports on funded and non-funded project status.

Maintains and verifies payment records, reviews invoices and records receipts.

Coordinates with engineers and contractors to ensure timely completion of grants/loans.

Assists in setting short and long-range goals for the department relating to financial and informational data processing needs and technology

Provides answers to inquiries from the general public, department administrators, City employees, or other individuals requesting assistance;
Performs related duties as required.

Minimum Qualifications:

Bachelor's degree in Public or Business administration, preferably with some responsible experience in obtaining grants, administration of grants, or in an appropriate area of specialization.

OR

An equivalent combination of training and experience which provides the required knowledge, skills and abilities.

AND

Possession of a valid Texas driver's license.

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of public and business administration;
Knowledge of the organization, functions and activities of the various sectors of the City, and those of other governmental agencies;
Knowledge of basic accounting principles and procedures;
Knowledge of research techniques and the sources and availability of current information;
Knowledge of municipal accounting, financing, auditing and expenditure control systems and procedures;
Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness;
Ability to prepare meaningful and informative special and regular financial and statistical reports;
Ability to exercise sound judgment in analyzing facts and arriving at conclusions;
Ability to establish and maintain effective working relationships with fellow employees and the general public;
Ability to follow complex oral and written instructions;
Ability to express one's self effectively orally and in writing.

The City of Robstown offers a comprehensive benefits package to all regular full-time employees including vacation, holiday, and sick leave as well as medical, dental, vision, and life insurance.