



Human Resources

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DATE: September 27, 2021

TO: Civil Service Board

FROM: Heather DuVal
Human Resources Supervisor

SUBJECT: Revised Job Classification of Grant Coordinator

RECOMMENDATION:

APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF GRANT COORDINATOR.

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Grant Coordinator was last revised in August 2008. Only minor changes were made to this description including updating language and duties to better reflect the current role. The old job description was highly specific to grant management and has evolved to include essential objectives like project management and process facilitation.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The Grant Coordinator develops and coordinates grant-funded programs and projects.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Grant Coordinator.

Grant Coordinator

SUMMARY/PURPOSE

Develop and coordinate grant-funded programs and projects.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Research and write grant applications.
2. Review, organize, and confirm documentation meets expectations for applications and payment requests.
3. Survey and continuously monitor needs relative to available funding sources.
4. Provide information, research, analysis, written reports, and recommendations to management as needed.
5. Identify agencies and community organizations relevant to the grant project, and coordinate meetings to gather support, input, and participation as appropriate.
6. Research grant-making opportunities and analyze them to identify likely funding sources for specific projects and programs.
7. Write or collectively partner in developing proposals, budgets, reports, and other ancillary materials.
8. Review, edit, and submit complete and accurate grant applications in accordance with grant requirements.
9. Obtain feedback for proposals that are not funded, and redraft for resubmission as appropriate.
10. Manage existing grants including coordination and plan program activities to ensure program efficiency, effectiveness, and grant compliance.
11. Develop internal systems for grant tracking and reporting.
12. Review project status, revenues, and expenditures to ensure proper expenditures are made for grant projects.
13. Regularly communicate and resolve issues/concerns with funding agencies.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. Coordinate and perform grant management functions and programs for the City.
18. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
19. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
20. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in English, Communications, Business Administration, Social Science, or a related professional field, and one (1) year of verifiable professional experience; OR a minimum of five (5) years of related education and/or full-time, verifiable professional grant management experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Thorough knowledge of budget development and monitoring methods.
 - B. Thorough knowledge of the grant application process.
 - C. Thorough knowledge of grant writing and reporting principles and techniques.
 - D. Knowledge of accounting principles.
 - E. Working knowledge of community efforts, partnerships, and goals.
 - F. Knowledge of research principles.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
 - J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - K. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in public speaking.
 - B. Skill in project coordination, prioritization of tasks related to deadlines, and organization of files.
 - C. Skill in effective communication with groups and on a one-to-one basis.
 - D. Skill in writing clear and concise correspondence and reports.
 - E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - F. Skill in managing one's own time and the time of others.
 - G. Skill in completing assignments accurately and with attention to detail.
 - H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
 - A. Ability to collect data, analyze findings, and make recommendations.
 - B. Ability to develop, write, and implement strategic plans.
 - C. Ability to prepare concise and effective oral and written reports and presentations.
 - D. Ability to take initiative and to utilize innovative techniques in preparing grant applications.
 - E. Ability to attend community meetings.
 - F. Ability to streamline, refine, and effectively organize grant processes.
 - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - H. Ability to communicate and interact effectively with members of the public.
 - I. Ability to communicate effectively both orally and in writing.
 - J. Ability to recognize, analyze, and solve a variety of problems.

- K. Ability to organize and prioritize work while meeting multiple deadlines.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to work successfully as a member of a team and independently with minimal supervision.
- N. Ability to train and lead others.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to enforce safety rules and regulations.
- Q. Ability to maintain confidential information.
- R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- S. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Basic	EEOC: Professionals	CSB:	Class No: 3304
WC: 8810	Pay:	EEOF: Varies	CC:	Resolution:

Grant RANT Coordinator~~OORDINATOR~~

SUMMARY/PURPOSE

Develop and coordinate grant-funded programs and projects.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Research and write grant applications.
2. Review, organize, and confirm documentation meets expectations for applications and payment requests.
- ~~2-3.~~ Survey and continuously monitor needs relative to available funding sources.
- ~~3.~~ Conduct meetings to identify and prioritize project needs.
4. Provide information, research, analysis, written reports and recommendations to management as needed.
5. Identify agencies and community organizations relevant to the grant project, and solicit their coordinate meetings to gather support, input, and participation as appropriate.
6. Research grant-making organizations opportunities and analyze them to identify likely funding sources for specific projects and programs.
7. Write or supervise collectively partner in writing of developing proposals, budgets, reports, and other ancillary materials.
- ~~8.~~ Review and edit draft applications for accuracy, completeness and clarity.
- ~~9-8.~~ Review, edit, and submit complete and accurate grant applications in accordance with grant requirements.
- ~~10-9.~~ Obtain feedback for proposals that are not funded and redraft for resubmission as appropriate.
- ~~11-10.~~ Manage existing grants including coordination and plan program activities to ensure program efficiency, effectiveness, and grant compliance.
- ~~12-11.~~ Develop internal reporting systems for grant tracking and reporting.
- ~~13-12.~~ Review project status, revenues, and expenditures to ensure proper expenditures are made for grant projects.
- ~~14-13.~~ Regularly communicate and resolve issues/concerns with funding agencies.
- ~~15.~~ Prepare and submit quarterly or annual reports as required by grant agencies.
- ~~16-14.~~ Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- ~~17-15.~~ Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- ~~18-16.~~ Provide training on new or modified procedures and policies to all affected parties.
- ~~19-17.~~ Coordinate and perform grant management functions and programs for the City.
- ~~20-18.~~ In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- ~~21-19.~~ Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.

- ~~22-20.~~ Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- ~~23-21.~~ Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's Degree in English, Communications, Business Administration, Social Science, or a related professional field, and one (1) year of verifiable professional experience; OR a minimum of five (5) years of related education and/or verifiable professional grant management experience.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- A. ~~K~~Thorough knowledge of budget development and monitoring methods.
- B. ~~T~~horough ~~k~~nowledge of the grant application process.
- C. ~~T~~horough ~~k~~nowledge of grant writing and reporting principles and techniques.
- ~~D.~~ Knowledge of accounting principles.
- ~~C-E.~~ Working knowledge of community efforts, partnerships, and goals.
- ~~D-F.~~ Knowledge of research principles
- ~~E-G.~~ Knowledge of problem solving and conflict resolution techniques.
- ~~F-H.~~ Knowledge of applicable safety requirements.
- ~~G-I.~~ Knowledge of, or the ability to learn, City policies and procedures.
- ~~H-J.~~ Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- ~~I-K.~~ Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. Skill in public speaking.
- B. Skill in project coordination, prioritization of tasks related to deadlines, and organization of files.
- C. Skill in effective communication with groups and on a one-to-one basis.
- D. Skill in writing clear and concise correspondence and reports.
- A-E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- B-F. Skill in managing one's own time and the time of others.
- C-G. Skill in completing assignments accurately and with attention to detail.
- ~~D-H.~~ Skill in mediation and dispute resolution.
- E-I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to collect data, analyze findings and make recommendations.
- B. Ability to develop, write, and implement strategic plans.
- C. Ability to prepare concise and effective oral and written reports and presentations.
- D. Ability to take initiative and to utilize innovative techniques in preparing grant applications.
- E. Ability to attend community meetings.
- E-F. Ability to streamline, refine, and effectively organize grant processes.

- F.G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G.H. Ability to communicate and interact effectively with members of the public.
- H.I. Ability to communicate effectively both orally and in writing.
- I.J. Ability to recognize, analyze, and solve a variety of problems.
- J.K. Ability to organize and prioritize work while meeting multiple deadlines.
- K.L. Ability to handle difficult and stressful situations with professional composure.
- L.M. Ability to work successfully as a member of a team and independently with minimal supervision.
- M.N. Ability to train and lead others.
- N.O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- O.P. Ability to enforce safety rules and regulations.
- P.Q. Ability to maintain confidential information.
- Q.R. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
- R.S. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

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The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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