

## **GRANTS AND PROJECTS ADMINISTRATOR**

### **DEFINITION**

Under general supervision to plan, coordinate and monitor the designated operating programs and/or capital projects for an assigned department; to apply for, report on and manage grant funds; to organize, research, and analyze information for various projects and programs; act as a liaison with other City departments, government and contract agencies in project development and completion; prepare written reports and oral presentations; and to perform related work as required.

### **MANAGEMENT RESPONSIBILITY**

This is a high-level staff support position with general responsibility for the planning, organization, development, and completion of multiple complex projects. Considerable initiative and independent judgment is required to facilitate and complete projects. May represent the interests of the City on substantive policy issues and make commitments within established guidelines. May perform supervisory duties as assigned.

### **EXAMPLES OF DUTIES**

Plans, coordinates, and monitors operating programs and capital projects ensuring that grant and other guidelines and requirements are met; applies for, reports on and manages grant funds; reviews literature dealing with funds available through grants from governmental agencies to determine feasibility in developing programs to supplement department budget allocations; develops marketing and promotional materials and events for current and newly developed services; plans, coordinates, and monitors activities of designated projects to ensure that goals and objectives of project are accomplished; prepare requests for proposals and bid packages for programs and projects; reviews project proposals or plans to determine time frame, funding limitations, procedures for accomplishing project, and allotment of available resources to various phases of project; evaluates designated projects including contractors at various phases and modifies schedules or plans as required; assists in the annual short and long range planning to meet department objectives; provides technical advice and resolves problems; monitors, analyzes and makes recommendations concerning legislation affecting the department and its operation; coordinates project activities with governmental regulatory agencies or other agencies; may meet with representatives of funding sources to work out final details of proposal; maintains complete and accurate records; maintains a record/database of

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### EXAMPLES OF DUTIES (cont.)

current regulations and specifications as a reference for compliance with various legal requirements; prepares a variety of reports and makes presentations to City Council, boards, and commissions; directs and supervises the activities of assigned subordinate staff; assists in the preparation and administration of the department budget; represents assigned functions with City staff and other governmental agencies as delegated.

### EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices and techniques of grant application and administration, and program and project management.
- Principles of supervision and training.
- Principles of marketing and promotion. • Basic concepts of public administration in a municipal government.
- Computer applications related to grant and project administration.
- Proper English usage, spelling, grammar, and punctuation.
- Budget development, preparation and administration.
- Research methods and procedures.

and

Ability to:

- Develop, coordinate and monitor grants and assigned programs and projects.
- Provide supervision, training, and evaluation for staff.
- Develop and implement marketing and promotional activities.
- Skillfully use a computer and software programs.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to grant-funded programs and assigned projects.
- Interpret, explain, apply, and enforce a variety of rules and regulations including grant requirements.
- Effectively represent the administrative functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain effective working relationships.
- Communicate effectively orally and in writing.

**GRANTS AND PROJECT ADMINISTRATOR****EMPLOYMENT STANDARDS (cont.)**

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in political science, planning, public administration, transportation or closely related field.

Work Background: Four years of progressively responsible and varied administrative support experience, including two years in a governmental agency.

September 1993

January 1998(Res. #98-12)