



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: GRANT ADMINISTRATOR		GRADE: 8
DEPARTMENT: FINANCE	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
APPROVED BY: _____ City Manager		_____ Date
_____		_____
Human Resources		Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

This position is responsible to administer and coordinate all grants related to the city and assist departments in writing grant applications. Will also be responsible to ensure each department is in compliance with reporting, tracking data and records keeping process from application submittal to completion of grant. Ensures funds are spent accordingly to grant specification.

SUPERVISION AND GUIDELINES:

Works under the general supervision of the Finance Director

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Researches and identifies grant opportunities that meet City needs and are consistent with the City's objectives; assists Departments with preparation of grant, collects and develops supporting data and documentation to meet funding agency requirements; facilitates the application process as needed; research, acquire and maintains City, state and national statistics and resource information to support grant applications. Coordinates, administers, and identify grants opportunities, including policy and program development, funding recommendations, grant application analysis, contract development and monitoring, and

jurisdictional coordination; reviews grant financial requirements and accounting information, and coordinates fiscal compliance with funding agency. Coordinates and participates in City meetings related to grant proposals and discusses funding needs to determine feasibility of grant-funded assistance; develops goals and objectives for funding departmental programs and activities; research sources of financial assistance; identifies staffing, equipment, facilities, and related program needs. Identifies grant funding requirements and restrictions; serves as liaison between the City and outside funding agencies and service providers; provides assistance in resolving issues and conflicts with funding agencies. Creates and maintains an accurate system to track grant programs and assist departments with reporting requirements; assists Departments to prepare reports on grant-funded projects as required by funding sources; coordinates activities of large grant funded projects and programs to assure the technical requirements of the participating entities are met, and the City's participation is beneficial and appropriate. Assists City staff in developing partnerships with other agencies in order to expand funding possibilities; responds to requests for information; advises City management on grant program issues and procedures; provides technical information to City staff as authorized; provides assistance to other government agencies and the public within scope of authority. Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours. May be required to travel for meetings and trainings.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of research methods for grant funded programs; principles of grant fund accounting, contracts and records management; grant application and administration process and procedures; project and grant management principles and techniques; Federal directives, programmatic assessments and government required forms; City financial systems including budgeting and fund accounting; business and personal computers, and spreadsheet software applications; City organization, operations, policies and procedures. Skilled in analyzing and compiling technical and statistical information to prepare grants, technical reports, proposals, and correspondence; preparing reports, correspondence and other presentations for internal and external audiences; assessing community needs and researching solutions; reading, interpreting, understanding and applying grant program standards and procedures, applicable Federal rules and regulations, and City policies and ordinances; assessing and prioritizing multiple tasks, projects and demands; effective oral and written communications and technical report writing.

Ability to assess and prioritize multiple tasks, projects and demands; interpret a variety of technical prepare accounting/financial reports; reconcile revenue and expenditure; prepare, maintain and analyze accounting information and records; ensure compliance with accounting regulations, standards and polices; communicate effectively verbally and

in writing; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

1. Bachelor's degree in Public or Business Administration, or related field.
2. At least two years of experience in grant application writing, research, and financial tracking.
3. A combination of education, experience, and training may be applied in accordance with City of Sunland Park policy.

LICENSE AND CERTIFICATES

Valid driver's license is required. Position requires an acceptable driving record in accordance with City of Sunland Park policies.

ENVIRONMENT AND PHYSICAL FACTORS:

WORK ENVIRONMENT:

Work is performed in an office setting using the standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines; on occasions may operate a city vehicle; may occasionally be required to work beyond the normal workday to complete assignments as directed by the Finance Director.

PHYSICAL DEMANDS:

While performing this job, may be required to speak and listen in addition to standing, walking, bending, kneeling, stooping, crouching, and climbing all day. Will be required on occasions to lift and/or move objects up to 25 pounds.

