



CITY OF ALACHUA

JOB DESCRIPTION

GRANTS SPECIALIST

DEPARTMENT: Finance and Administrative Services

REPORTS TO: Assistant Finance Director

SUPERVISES: None

FLSA: Exempt

GENERAL DESCRIPTION:

This is a professional position assisting the Assistant Finance Director in securing grants and other funding sources for the City. Administering and monitoring grant award agreements, both public and private, from a variety of funding agencies, foundations, and jurisdictions. Work is performed under general supervision of the Assistant Finance Director.

ESSENTIAL JOB FUNCTIONS:

1. Researches potential grant funding opportunities both public and private at local, state, and federal levels; determines applicability of program sources to meet City needs.
2. Recommends potential funding opportunities for consideration based on research; confers with Assistant Finance Director.
3. Prepares and writes grant proposals on both operating and capital projects.
4. Submits draft grant applications for review and approval; ensures applications are submitted in a timely fashion along with required assurances and certifications.
5. Develops a grant funding resource database and library.
6. Assists with grant monitoring (monthly, quarterly, semi-annually, and annually) and prepares both program and financial reports to ensure compliance with regulations.
7. Assists in preparing award agreements with recipient agencies.
8. Establishes and maintains a master grant inventory system to track grant awards.
9. Initiates grant procedures to be followed on each grant award.
10. Monitors grant budgets and reconciles grant expenses in concert with Finance Department; compiles Request for Funds and Drawdowns.
11. Assists Finance Department with annual audit; prepares schedule of expenses derived from General Ledger.
12. Attends committee meetings and public hearings after business hours, as requested.
13. Serves as staff liaison for various city advisory boards.
14. Performs essential duties of Accountant position, as assigned, during the Accountant's absence. Performs other related work as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Shows initiative and displays creative abilities in locating and securing funding sources to meet City operating and capital needs as reflected in adopted Budget, Capital Improvements Plan, and Five-Year Master Grant Funding Strategy. Able to work independently. Ability to establish and maintain effective working relationships with City employees, external agencies, and the general public. Ability to utilize a computer to submit and monitor grant applications on-line. Knowledge of local, state, and federal grant opportunities and funding resources. . Thorough knowledge of City government organizations and functions. Ability to communicate effectively in a clear and

concise manner. Must possess excellent public speaking and writing skills. Ability to prepare comprehensive reports on a variety of subject-matter. Flexibility to attend public hearings and meetings outside business hours, upon request. Must maintain detailed records and support for grant compliance.

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor’s Degree in Political Science, Finance, Public Administration, Business Administration, or related field. At least two (2) years of experience in local, state or federal government with direct exposure to grant writing and project management. Experience working in development office within a private foundation or not-for-profit organization may be considered; however, preference will be given to individuals with governmental experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None

ESSENTIAL PHYSICAL SKILLS:

- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature