



December 2019  
FLSA: Exempt

## GRANT ADMINISTRATOR

### DEFINITION

Under general direction, administers, manages, organizes, and monitors disaster recovery projects within the Town of Paradise; prepares grant proposals and supporting documents; provides grants administration support; develops, summarizes, and maintains administrative and fiscal records; coordinates grants programs, special projects, and studies and performs related administrative functions; fosters cooperative working relationships among Town departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Disaster Recovery Director. Exercises no supervision over staff.

### CLASS CHARACTERISTICS

This is a professional classification responsible for activities related to the Town's disaster recovery projects. Responsibilities include budget development, grant funding and reporting, expenditure monitoring, and grant funds disbursement. Incumbents serve as a resource for project analyses, evaluation, and reporting. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manages and coordinates assigned disaster recovery projects, reviews, evaluates and assesses methods and procedures and administrative support systems to ensure compliance with funding.
- Coordinates and performs work in grants development, administration, and reporting, including researching grant funding opportunities, evaluating funding opportunities relative to Town policies and vision, preparing grant proposals, assisting in preparing budgets, and interpreting funding agency regulations and requirements.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics to related projects; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Advises and guides staff on the application of grant funding policies, regulations, and procedures.
- Serves as a liaison with employees and grant funding organizations pertaining to grant submissions and future funding; provides information and assistance to the departments regarding research of funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Maintains accurate records and files; develops storage of records and retention schedules.

- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on grant funding policies, regulations, procedures, and new developments; prepares reports of changes to management; provides recommendations on implementation and impact of changes.
- Negotiates project contracts and agreements; determines needs and requirements for contractual services; ensures legal and contractual provisions are included to protect the Town's interests; ensures contractor compliance with contractual provisions.
- Serves as a liaison for the division with other Town departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to the Town, committees, and task forces; participates in community events and workshops that provide public information regarding divisional projects and services.
- Confers with Town departments, elected officials, and outside agencies to define and develop strategies to achieve Town objectives.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in disaster recovery.
- Monitors changes in laws, regulations, and technology that may affect Town or divisional operations; implements policy and procedural changes as required.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organizational and management practices as applied to the analysis and evaluation of projects, policies, procedures, and operational needs; principles and practices of public agency administration.
- Principles, practices, and procedures of budgeting, contract administration, and grant administration.
- Project and/or program management, analytical processes, and report preparation techniques.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Administrative principles and practices, including goal setting, project development, implementation, and evaluation.
- Methods and techniques for the development of presentations, business correspondence, and information distribution.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Assist in the development of goals, objectives, policies, procedures, and work standards for grant administration.

- Coordinate and oversee departmental administrative, budgeting and fiscal reporting activities as they relate to projects funded by grants.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, procedures, and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Analyze situations and identify pertinent problems/issues, conduct research to gather relevant information, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, setting priorities, and meeting critical time deadlines.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent the Town and the assigned division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree in in public administration, business administration, or a closely related field and five (5) years of municipal government experience including grant development and administration.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and

tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.