

CITY OF SHORELINE

GRANTS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To develop, write and monitor grant proposals to increase health and human services of benefit to citizens; to assist in the coordination of a City-wide grant program; to administer the City's Federal Community Development Block Grant (CDBG) program; and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Sr. Budget Analyst.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. With community input, assist in establishing funding guidelines and priorities for community development and other grant programs; develop requests for proposals; oversee applications.
2. Develop a City-wide database of grant funding opportunities; assist the Assistant Director of Parks, Recreation and Cultural Services in coordinating a City-wide grant seeking program.
3. Implement and manage the annual application and evaluation process for the CDBG and other grant programs including citizen participation requirements.
4. Develop and administer the CDBG program, which provides selected social services to low and moderate income households.
5. Administer and maintain records, agreements and contracts with public agencies, funding agencies and private organizations.
6. Represent health and human services at intergovernmental/interagency committee meetings; serve as a liaison with the County CDBG Consortium; participate in analyzing, evaluating and resolving public policy issues regarding social services.
7. Establish and implement administrative controls to comply with Federal, State and County audits of CDBG and other grant programs.
8. Monitor program contracts and provide project evaluation including site visits to funded projects.
9. Provide technical project assistance to prospective and actual CDBG recipients.
10. Provide referrals for people in need of affordable and subsidized housing and human services.
11. Research and analyze human services issues; assist in preparing oral and written reports, statements, forms and publications.

Marginal Functions:

1. Participate in special projects as assigned.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of human services administration.
Principles and methods of grant writing and monitoring.
Methods and techniques of contract development and management.
Political and government processes and policy analysis.
Methods and techniques of human services planning.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Pertinent Federal, State and local codes, laws and regulations.
Modern office procedures, methods and equipment including computers.
Applicable computer software applications.

Ability to:

Research and develop CDBG and other grants.
Interpret and apply applicable rules and regulations for human services and the CDBG program.
Monitor grant funding, requirements and progress reviews.
Participate on various committees to analyze, evaluate and resolve public policy issues.
Assist in coordinating a City-wide grant seeking program.
Respond to requests and inquiries from the general public.
Prepare clear and concise reports.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible administrative experience with grant processes, including CDBG grants experience, and including one year of experience in developing and writing grants.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in human services, public administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; may travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting and carrying; near visual acuity for preparing grants.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.

2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date