GRANTS MANAGER

DEFINITION

Under general direction, administers and monitors compliance of federal grant funded projects and programs for community development in the City.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Administers and monitors compliance of Federal grant funded projects and programs for community development in the City; manages requests for grant funding and recommends funding to the Mayor and City Council; supervises the development of contracts and agreements with outside agencies governing the use of grant funds; verifies Federal deadlines for submitting reports; provides detailed responses to requests for information from City Council, outside agencies and the public; prepares news information materials for distribution to the community regarding entitlement funding activities; conducts community meetings to provide information regarding eligible community development and housing projects, total funding allocations and obtain input or asses needs.

Manages subordinate staff of the Community Development Block Grant Division; hires and/or recommends hiring; identifies and implements new employee and on-going staff training programs; assigns, tracks and reviews work assignments and progress; prepares, reviews and approves the performance evaluation of department staff; develops, establishes, communicates and advocates long and short term division goals and objectives; supervises maintenance of records and documentation in accordance with Federal regulations; reviews and approves expenditure requests and invoices for supplies and services of the Division.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing community development grant funding.
Knowledgeable of grant funded program regulations and procedures, and management principles
Knowledgeable of and proficient in operating MS OFFICE software package
Skilled in assessing and prioritizing multiple tasks, projects, and demands
Skilled in working with conflicting deadlines to complete projects
Skilled in providing and following oral and written communications
Skilled in establishing and maintaining productive working relationships
Ability to perform and train other employees on essential duties
Ability to effectively communicate verbally and in writing to all levels of staff

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending, may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelor degree in Public Administration, Finance, or Economics or closely related field, **AND** five (5) years experience working with federal entitlement programs or economic development funding with two years at the supervisory experience. Must possess at the time of application and maintain a valid California Driver's License.