City of Inglewood Job Description
Class Code: 845

GRANTS COORDINATOR

DEFINITION

Under general supervision, administers and manages Federal grants and contracts between City departments/divisions and grantees.

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 manages Federal grants and contracts between City departments/divisions and grantees; researches and assesses the suitability of available grant funding opportunities utilizing resources including the internet, notifications from local, state and Federal agencies and various publications; recommends and prepares grant applications and related documents; develops Requests for Proposal (RFP's) for grant funds; reviews proposals and recommends funding.

Monitors grants awarded to departments/divisions for compliance; interfaces with internal departments and external agencies; creates contracts, staff reports, financial reports and oral presentations for Mayor, City Council and staff; monitors Federal labor requirements and construction projects; reviews and audits summary reports, compiles and analyzes statistical data to develop conclusions and makes recommendations to internal and external agencies; develops strategic plans to address community development and housing needs.

Develops and implements division procedures manual; provides grant information and assistance to organizations and inquiring citizens; establishes, maintains and copies files for grants awarded.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of Grant application processes, grants administration, and grant regulation practices and principles.

Knowledgeable of business English, grammar, spelling, and punctuation

Knowledgeable of contract and Memorandum of Understanding concepts

Knowledgeable of research and statistical methods

Skilled in researching funding sources and application procedures

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining effective working relationships

Ability to effectively communicate verbally and in writing

Ability to perform essential duties with minimum supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

QUALIFICATIONS

A Bachelors degree in Public Administration, Finance, Accounting or closely related field, **AND** two (2) years grants management or management analyst experience **OR** an equivalent combination of education and experience.

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