



City of Casa Grande

Grants Coordinator

GENERAL PURPOSE: Under general supervision, performs technical and administrative duties in researching, monitoring and applying for available municipal-related grants.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Identifies, seeks out, applies for, administers, supervises and coordinates city-wide administration of federal, state and/or local grants monies.
- Supervises, coordinates and/or assists departments in preparation of requests for proposals and contracts relative to grants.
- Coordinates pre-award and post-award activities; coordinates grant close-out, evaluation and audit requirements.
- Coordinates the auditing, monitoring and scheduling of grant reports of various departments. Coordinates with Finance Department to account for all grant funds.
- Coordinates interdepartmental cooperation on grant implementation and compliance issues.
- Reviews grant proposals and applications prepared by other city departments for completeness, accuracy and timeliness.
- Verifies documents to assure grant-related clauses, certifications and conditions are met.
- Assists contractors and consultants with questions regarding contract and agreements paperwork, guidelines, procedures, laws and regulations pertaining to grant requirements.
- Participates in various meetings as necessary for grant matters, including grant site visits and meetings with potential grant funders.
- Collects financial, technical and administrative information and compiles data for reports; updates and corrects department databases. Participates in grant audits.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
1006 Grants Coordinator

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business or Public Administration, or related field, and three (3) year's experience directly related to grants administration; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the practices, procedures and principles of grants administration.
- Knowledge of grant programs, application procedures and administrative requirements.
- Knowledge of generally accepted accounting and auditing principles and practices as related to grants administration.
- Knowledge of the availability of grants, grant applications, grant proposals and administration processes and procedures.
- Knowledge of the interworkings of funding sources at all levels, and ability to find and receive to the benefit of the city.
- Knowledge of grant policies and regulations applicable to various funding agencies.

- Skill in understanding, interpreting and applying relevant City rules and regulations.
- Skill in assembling data and preparing summaries, analysis, recommendations and reports.
- Skill in keeping abreast of grant program, identifying grant sources, determining eligibility, completing grant applications, and administering grant programs including reporting and audit requirements.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in working independently with minimal supervision.
- Skill in effective oral and written communication.

Special Requirements: Valid Arizona driver's license.

Physical Demands / Work Environment: A standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.