

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Grants Coordinator
DEPARTMENT: Administration
REPORTS TO: Assistant City Manager

SALARY GRADE: 10
FLSA STATUS: N
DATE: 07/2023

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

The Grants Coordinator performs high-level professional work related to grant seeking, grant writing, and coordinating grant management activities on a City-wide basis. The position is a full-time.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Researches, identifies and develops funding sources other than tax revenues to support current and future programs or projects.

Stays abreast of new grant opportunities, programs and regulations and identifies possible grant needs and sources.

Provides technical support and training to staff and assists with grant writing.

Monitors, audits and develops grant program reporting procedures and budgets.

Prepares performance statistics and reports on grant activities.

Serves as liaison with other city departments, divisions, the public and outside agencies. Assists staff with resolving issues and conflicts with funding agencies.

Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Participates in city-wide committees and meetings to provide expert consultation on grant funding and maintenance activities. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

Design, track and monitor program data to ensure that all programs are data driven and support evidence-based practices.

Monitors and coordinates compliance tasks in specialized areas related to the use of grant funds.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a related field. Considerable (3 - 5 years) responsible experience in research, finance, or public administration, including experience in grant administration, grant management, grant coordination, obtaining funding for grants projects and programs, and grant writing.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of public administration and various levels of governmental organization General principles and practices of providing grant funded services at the municipal level; and processes and procedures for implementing and administering various federal and state grants.

Ability to:

Keep abreast of federal and state grant programs.

Determine eligibility for a variety of grant proposals.

Coordinate and participate in the development of grant applications.

Coordinate and participate in the preparation of grant compliance reports.

Comprehend and make inferences from legal and administrative written materials.

Analyze and compile information and prepare written and oral reports.

Communicate effectively, both orally and in writing; and work cooperatively and maintain liaison with government officials and agencies at the municipal, county, state, and federal levels.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.