



**Title: Manager, Grants**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** The purpose of this position is to provide supervision and management of the Grants Administration group, ensure timely administration and management of all federal, state, and local grants, coordinate a fiscal role in the Capital Improvement Program and participate on committees, provide timely tracking, analysis, and reporting of grant funding opportunities, and coordinate the application process with appropriate planning staff. This is accomplished by managing staff activities, resolving labor relations and employee issues, researching, analyzing, and implementing federal, state, and local rules and regulations for grants management, providing recommendations for compliance, participating in reporting and grant audits, reviewing technical documentation, attending meetings for discussion of project progress, analyzing grant budgets for funding forecasts, compiling and analyzing projects, grants, and financial data, developing, monitoring, and reviewing financial calculations and reports, completing grant reconciliations, recommending corrections or budget transfers, and maintaining data files. Other duties include completing related tasks and projects.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Research, analyze, and implement federal, state, and local rules and regulations. Identify, establish, and execute department plans and policies. Participate in the implementation of department and inter-departmental systems, programs, or processes. Provide recommendations to promote financial and grant compliance. Participate in sensitive, technical, and special projects. Participate in internal and external reporting and audit requirements. Research, analyze, and implement federal, state, local rules, and regulations. Review technical documentation for the implementation of projects. Attend meetings for discussions of project progress. Analyze grant budgets to funding forecasting. Coordinate the implementation of project (capital). Perform related duties as assigned. Provides direction and management for the grants department by meeting regularly with staff to plan, coordinate, and manage district-wide grant administration and reconciliation, resolving project and grant filing issues with grants	30%



		analysts, coordinating the training program for staff, and interacting with external funding agencies on specific grant filing issues.	
2	S	Manage grants fiscal operations. Compile and analyze project, grant, and financial data. Develop, monitor, and review complex financial calculations and reports. Perform month-end reconciliations. Establish, modify, and implement grant and accounting procedures. Establish financial controls and systems for new grants/programs. Make recommendations for corrections or budget transfers when needed. Maintain data files. Perform related duties as assigned. Coordinates a fiscal role in capital projects by attending meetings and reporting on grant coordination, filing and funding plans, coordinating specific project information, and sharing information with project managers, project control staff, and assigned grants analysts.	30%
3	S	Provides tracking, analysis, and reporting of grant funding opportunities by reviewing federal, state and local grant funding agency websites for updates and changes in filing requirements, updating timelines, and remaining aware of legislative changes that could affect funding levels for existing and future grants.	20%
4	S	Coordinates the grant application process to ensure board approval requirements are met by attending and participating in coordination meetings with planning to discuss grant funding opportunities and preparing issue papers as necessary for Board approval of project funding through external agencies.	10%
5	S	Prepare forecasts, projections, trends, revenue and cost analyses. Prepare department expense trend analysis. Prepare databases to generate adequate grant and project reports for executive management. Organize and prepare required management reports for capital projects and grants. Oversee development of processes and procedures to track changes to capital projects and grants. Receive project updates and address project implementation activities and issues. Prepare and present complex written materials to transmit project and funding information. Prepare Board and committee presentations. Review ERMS FMEQ reporting functions for each department/division or grant account. Analyze trend and variance information from the ERMS system. Monitor anomalies with expenses or revenues. Analyze data and make recommendations for solutions. Maintain data files to be used for future.	10%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Accounting, Finance, Business Administration, Public Administration or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of experience in grant management, accounting, or finance, including two (2) years of supervisory experience in a grants environment.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or



critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• GAAP, FASB, and GASB principles.</li> <li>• Federal, state, and local financial regulations, rules, and guidelines as it relates to public agencies.</li> <li>• Grant development and management principles.</li> <li>• Leadership practices, conflict resolution, and mentoring principles.</li> <li>• Managerial accounting and financial practices as it relates to public agencies.</li> <li>• Accounting, finance, legal, and budgeting/forecasting processes.</li> <li>• Supervisory and management methods.</li> <li>• General business, finance, accounting, and governmental funding principles</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Think critically and solve problems</li> <li>• Analyze and interpret complex documents</li> <li>• Effectively develop and manage grants.</li> <li>• Establish effective working relationships.</li> <li>• Deal with difficult people and situations.</li> <li>• Develop complex reports and analyses using database and other tools.</li> <li>• Communicate effectively, both orally, and in writing.</li> <li>• Organize information clearly and precisely.</li> <li>• Coordinate and work with other departments.</li> <li>• Coordinate the timing of projects.</li> <li>• Work under time constraints due to cyclical nature of duties and responsibilities.</li> <li>• Supervise and manage staff.</li> </ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
<b>X</b>				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
<b>Continuously</b> 2/3 or more of the time.	<b>Frequently</b> From 1/3 to 2/3 of the time.	<b>Occasionally</b> Up to 1/3 of the time.	<b>Rarely</b> Less than 1 hour per week.	<b>Never</b> Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations
Sitting	F	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; files
Carrying	O	Supplies; equipment
Pushing/Pulling	O	Tables and chairs
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	O	Retrieving items from lower shelves/ground
Crouching	F	Filing in lower drawers
Crawling	N	
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	F	Stairs
Balancing	R	On step stools
Vision	F	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, calculator, copier, and computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.