

POSITION DESCRIPTION

Class Title: Grant Writer/Grant Administrator
Department: Administration
Date: April 23, 2009

Funding: This position is TEMPORARY full-time. The City Manager will evaluate the value of this position on an ongoing basis; therefore the employee is not guaranteed continued employment with the Town.

GENERAL PURPOSE

Responsible for coordinating and leading all activities of a grant/program including researching grant programs and writing fund applications to obtain and successfully administer available grants for the Town of South Padre Island. This position serves as the grant administrator for all grants received by the Town.

SUPERVISION RECEIVED

This position serves under the direction of the Assistant City Manager.

SUPERVISION EXERCISED

This position will work closely with all Town Departments and Leaders to facilitate funding opportunities to assist the Town in meeting its programmatic goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research grant programs and plans.
- Research and write funding applications.
- Coordinate and lead the activities of a grant/loan program that supports capital improvement projects for Public Works, Police Department, Community Development and other grant eligibility programs for the Town.
- Conduct interdepartmental meetings to identify and prioritize project needs, coordinate and research grant preparation assignments.
- Write or assist project managers in writing applications.
- Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant/loan requirements.
- Provide timely advice and information on funding opportunities, requirements and procedures; collaborates in defining and implementing project funding strategies.
- Provide assistance in resolving issues and conflicts with funding agencies.
- Prepare grant applications for submittal and prepare quarterly or annual reports as required by granting agencies.
- Manage the procurement process.
- Liaison between the Town and outside funding agencies and groups; participates in meetings and discussions in which decisions affecting city projects are made.

- Serve as a resource to the City Manager and other departments of the Town on state and federal funding programs; provide information, research, analysis, written reports and recommendations as needed.
- Coordinate and plan funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.
- Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects.
- Performs all duties related to the administration of all grants received by the Town.
- Perform other duties as assigned.

PERIPHERAL DUTIES

May perform a variety of other duties as assigned by the Assistant City Manager.

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in English, public administration, business or related field desired.
- Six years of related experience, two years of which has been spent in grant/loan funding or any equivalent combination of education and experience which provides the skills knowledge and ability necessary to perform the tasks.
- Experience in a government agency preferred.
- Valid Texas State Driver's License

Necessary Knowledge, Skills and Abilities:

- Knowledge of grant application process and writing of applications.
- Knowledge of various grant programs available to city government.
- Knowledge of loan documents to track the disposition of funding with project managers and funding agencies.
- Excellent organization skills.
- Excellent written and oral communication skills.
- Ability to work under pressure to meet deadlines for grant opportunities.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant/loan applications.
- Excellent interpersonal skills. Ability to interact with various departments of the City.
- Ability to research grant opportunities available.
- Ability to work flexible hours for research.
- Ability to travel when required for research and training.
- Ability to participate as a team player to coordinate grant projects.
- Ability to develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements.
- Ability to read, interpret and apply laws, rules and regulations.
- Ability to plan, prioritize and coordinate multiple projects.

- Ability to gather, analyze, and evaluate a variety of data.

TOOLS AND EQUIPMENT USED

Personal computer system, including word processing and specialized spreadsheet software; specialized finance-related computer software; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is rarely quite and usually moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: April 23, 2009

Revision History:

