



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

GRANTS SPECIALIST

FLSA Status : Non-Exempt
Bargaining Unit : GPEA
Salary Grade : G45

CLASS SUMMARY:

The Grants Specialist is a Programs Stand Alone class. Incumbents are responsible for developing funding applications and managing the financial aspects of grant awards including researching and analyzing funding sources, writing project descriptions and performance measures, monitoring grant spending and performance compliance, preparing analyses and reports, and working with other departments, community groups and organizations.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Identifies appropriate grant opportunities and writes grant applications for the City including conduct of related research, solicitation of City leadership and community letters of support, development of project budgets, and creates presentations for granting agencies.
- Monitors implementation of grants and ongoing conformance with grant requirements including review of reimbursements and project expenditures, collecting appropriate documentation and the preparation of reports.
- Serves as technical resource to the City regarding the variety of possible project grant funding sources and the various ways grantor requirements can be achieved.
- Maintains ongoing communication with granting authorities to ensure current knowledge regarding funding availability and the alternative imposition of requirements that could be accommodated.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Provides operational and policy recommendations to Department Directors to help clarify and develop administrative procedures and practices related to the City's grant programs and to assure these programs are meeting identified needs and City Council goals. Respond to Council requests for information by submitting written reports or making oral presentations.
 - Prepares and maintains documentation necessary to comply with year-end reporting and CAFER testing.
 - Performs other duties of a similar nature or level.
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Training and Experience (positions in this class require):

A Bachelor's Degree in a related field and two years of directly related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- None
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Knowledge (positions in this class require):

Knowledge of:

- Public administration principles and practices;
 - Grant application, proposal preparation, administration principles and practices;
 - City organization and management;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class require):

Skill in:

- Research and analysis related to granting authorities and City programs;
 - Use of grant funding to accomplish City goals;
 - Organizing workload to meet deadlines;
 - Project and grants management;
 - Writing clear and concise proposals;
 - Using a computer and related software applications; and,
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, pushing, and pulling.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379
Revised September 29, 2016; June 22, 2018