



CITY ADMINISTRATION COORDINATOR, GRANTS

CLASSIFICATION DESCRIPTION JOB CODE: 15 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under executive direction, is responsible for managing and coordinating complex administrative projects or activities that require a high degree of specialized knowledge. Conducts research, provides data, makes recommendations, and implements solutions to achieve project goals and objectives. For specific projects, may exercise supervision over consultants, vendors, and assigned staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and coordinates grant projects and activities between various divisions, City departments, public agencies, and/or private sector representatives.
- Seeks and evaluates information from a variety of sources; provides specialized reports as requested by management.
- Oversees coordination between divisions/departments throughout duration of projects.
- Maintains current records in the grants database, paper files, and tracks all pending applications, awards, and reporting requirements.
- Prepares and maintains detailed workplans for each agreement with key deadlines and requirements
- Conducts a full range of activities required to research, identify, prepare, manage, and submit grant proposals to federal, state, foundation, or corporate sources.
- Establishes and maintains contact and relationships with federal, state and local agencies.
- Prepares and delivers presentations.

- Coordinates and prepares reports and correspondence in response to requests for information from City Manager's Office and Mayor & Council Offices; may also prepare City Council agenda material such as ordinances, council memos, etc.
- Suggests and implements management solutions to address new or ongoing problems within department or division.
- Assists in preparing and monitoring of annual departmental or divisional budget.
- Serves as departmental/divisional representative at conferences and meetings.
- For specific projects, may exercise supervision over consultants, vendors, and assigned staff.
- Performs general administrative duties relative to the work, e.g., data analysis, data entry, records maintenance, drafts various documents.
- Performs related duties and fulfills responsibilities as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree from an accredited college or university supplemented by five (5) years of increasingly responsible experience in grant administration, planning, business, or finance within a similar public organization, or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public administration practices and local government issues.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to implement policies and procedures.
- Knowledge of research techniques, methods, and procedures.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Considerable knowledge of the body of available and current information resources applicable to the functions for technical research purposes and for special projects as may be assigned.

- Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations.
- Skill in interpreting rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Knowledge of presentation requirements and methods.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Interpersonal, leadership, planning, management and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers and the public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.