



CITY OF COLLEGE PARK

Class Description

Job Title: Grant Coordinator

Reports To: Director of Planning

FLSA Status: Exempt

General Description

The purpose of this job within the organization is to research grant opportunities that match the goals and objectives of the City's Department of Planning. The Grant Coordinator performs high-level professional work related to grant seeking, grant writing, and coordinating grant management activities on a City-wide basis. In addition to strategizing and developing all aspects of the grant program (planning, implementation, and evaluation.) The person will oversee the grants management process by monitoring compliance and the timely completion of reporting requirements for all of the City's grant programs.

Performs work under the general supervision of the Planning Director, who reviews work through the evaluation of the employee's grant applications and grant management.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job/class as necessary.

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. May request renewals and extensions for grants.

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 courteously; 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 various 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.

Develops/maintains effective, long-term working relationships with grantors to facilitate approval of grants.

Follows up with grantors to determine/monitor grant status.

Identifies grant funding opportunities that entities with the department's objectives.

Coordinate collaborative efforts when multiple grant seekers are applying for single funding sources.

Oversee the execution of grant agreements in coordination with the Contract and Procurement Specialist.

Assist with preparing the grant to be handed over to the department responsible for the implementation.

Researches community development and planning topics to support department efforts and activities and prepare plans and reports.

May create informational material for the City, including statistical analyses and census reports.

Additional Duties:

Develops and updates a quarterly report regarding City wide grant activity and funding status.

Prepare and present reports, materials, and analyses of planning and community development projects and grant information, both orally and in writing.

May serve as staff liaison to City boards and commissions, presenting information to the City Council and community groups.

May represent the City in regional conferences and other forums.

Additional duties may be assigned as needed.

Responsibilities, Requirements, and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines, or evaluates data or information and data relevant to the grants.

General principles and practices of providing grant-funded services at the municipal level.

Knowledge of the processes and procedures for implementing and administering various federal and state grants.

Read, interpret, and apply maps, development plans, technical reports, planning and zoning ordinances, and related documents.

People Responsibility:

People include co-workers, workers in other areas or agencies, and the general public.

May persuade or influence others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

Develops/maintains effective, long-term working relationships with grantors to facilitate approval of grants. Has strong people skills.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies or preventing moderate losses by handling or accounting for materials and supplies

Mathematical Requirements:

Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication, division, and/or calculates ratios, rates, and percentages.

Has some general knowledge of principles and procedures of statistical analysis.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Establishes and maintains effective working relationships with co-workers; Maintains liaison with government officials and agencies at the municipal, county, state, and federal levels.

Works and coordinates with the City's Contract and Procurement Specialist for review and management of projects once grants have been awarded.

Prepares and assists with the development of presentations for the department.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

May be responsible for guiding others, requiring frequent decisions affecting the individual, co-workers, and others who depend on the service or product.

Determines eligibility for various grant proposals; Coordinates and participates in developing grant applications.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration, and creativity required by the job and the presence of any unusual pressures present in the job.

Knowledge of the principles and practices of grant administration.

Understand the various ordinances, codes, and regulations for planning or urban development.

Must be able to gather and retrieve information; Coordinate and participate in preparing grant compliance reports.

Keep abreast of federal and state grant programs; can meet deadlines.

Comprehend and make inferences from legal and administrative written materials.

Analyze and compile information and prepare written and oral reports.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – it affects the work unit and may affect others.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Operates a variety of office equipment.

Performs sedentary work that involves walking or standing sometimes and exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

May need to transport oneself to different locations for meetings and information gathering.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Ability to operate various office equipment, including computers, facsimiles, and copying machines.

Ability to lift and carry files and audio-visual equipment to and from public meetings.

Unavoidable Hazards:

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

None; the work is performed in an office environment.

Safety of others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include the safety of subordinates).

Requires some responsibility for the safety and health of others and/or for occasional enforcement of public safety or health standards.

Minimum Education and Experience Requirements:

Bachelor's Degree in English, Writing, Communication, Public or Business Administration or a closely related field or the equivalent combination of training, education, and experience

Three to five years of 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.

Professional-level computer use skills include but are not limited to Microsoft Office, email, web-based applications, and keyboard skills.

Special Certifications and Licenses:

A valid driver's license in the state of residence.

Americans with Disabilities Act Compliance

The City of College Park, MD, is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.