



CITY OF ELOY, AZ JOB DESCRIPTION

TITLE:	Grants Specialist	JOB CODE: 1102
REVISED:	November 25, 2019	FLSA: Exempt

Summary: Under general supervision, researches grant-funded programs and writes proposals for grant-funded projects; tracks grant programs, and assists City departments with record keeping, budgets, and reports.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Researches and identifies grant opportunities that meet City needs and are consistent with the City's goals and objectives; researches sources of financial assistance; identifies staffing, equipment, and related program needs; identifies grant funding requirements and restrictions.
- Writes grant proposals and assists Departments with preparation of grant applications; collects and develops supporting data and documentation to meet funding agency requirements; facilitates the application process as needed; researches, acquires and maintains City, state and national statistics and resource information to support grant applications.
- Coordinates administration of grant programs with the Finance Director, including policy and program development, funding recommendation, grant application analysis, contract development and monitoring, and jurisdictional coordination.
- Assists Departments to prepare reports on grant-funded projects as required by funding sources; coordinates activities of large grant funded projects and programs to assure the technical requirements of the participating entities are met.
- Reviews grant financial requirements, and monitors grant expenditures and activities to assure compliance with requirements; maintains files and records.
- Assists City staff in developing partnerships with other agencies in order to expand funding possibilities; responds to requests for information; advises City Finance Director on grant program issues and procedures; provides assistance to other government agencies and the public within scope of authority.
- Advises City staff about changes in regulations that might have impacts on grant opportunities and projects; serves as liaison between the City and outside funding agencies and service providers; provides assistance in resolving issues and conflicts with funding agencies.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of Federal and state reporting processes for budgets and expenditures.
- Knowledge of the principles of grant fund accounting, contracts and records management.
- Knowledge of research methods for grant funded programs.
- Knowledge of grant application and administration process and procedures.
- Knowledge of procurement codes and records management principles.

- Skill in analyzing and compiling technical and statistical information to prepare grants, technical reports, proposals, and correspondence.
- Skill in preparing reports, correspondence and other presentations for internal and external audiences.
- Skill in assessing community needs and researching solutions.
- Skill in establishing and maintaining effective working relationships with City staff and regional organizations.
- Skill in organizing and prioritizing multiple tasks and projects.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.

Minimum Qualifications:

Bachelor's Degree in Public Administration, Business Administration, Economics or related field; AND three (3) year's experience in grant applications, financial assistance, and research; OR an equivalent combination of education and experience.

Must maintain a valid State of Arizona driver's license.

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