

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: GRANTS MANAGER (488).**

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#### **GENERAL STATEMENT OF JOB**

Under general supervision, develops, implements, conducts, and monitors the City's grant program, coordinates and tracks special projects, including capital projects as directed, monitors and manages contracts, and assists with other projects and assignments as directed. Reports to the Assistant City Manager.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Develops, implements, conducts, and administers a comprehensive grant program to support all grant program related operations, including but not limited to: research and investigation of available grant monies, preparation of grant documents, grant writing, grant administration, establishment of policies and procedures for the City with regard to grant programs.

Interprets, applies, and ensures compliance with guidelines of granting agency(ices) and with all applicable laws, ordinances, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations

Prepares, coordinates, monitors, and evaluates grant applications, awarded grants, and grant projects in progress to ensure obtaining desired results and meeting stated goals and objectives; assists in the preparation of City Commission agenda information for grant applications and awards as applicable.

Prepares forms, develops and implements procedures, systems, and controls needed to ensure compliance with the requirements for respective grantor agencies, other authorization sources, internal City policies and programs, and external regulatory agents.

Determines project qualifications for funding; follows up on project details.

Develops funding applications to secure funding for various departmental and/or City projects/programs; prepares grant letters, grant applications, and related documentation in prescribed format as directed by grant outlines or instructions; develops grant proposals for new projects, ongoing projects, or emergency needs; takes photographs in support of grant proposals; prepares necessary documentation to substantiate funding requests.

Researches various sources to identify grant funding opportunities and to determine availability of grant funding for parks/recreational facilities, City departments, or special projects; reviews Internet web sites, newsletters, publications, and other sources; researches trends in various subject areas; researches available funding programs; secures and reviews funding source documents; researches specific goals, purposes, conditions, restrictions, and qualifications for eligibility of each grant opportunity; gathers cost

## **City of Margate, Florida • Grants Manager**

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estimates to develop proposed budgets; evaluates potential success of funding opportunities; determines or recommends whether to apply for various grant programs.

Prepares the annual budget for each grant project for presentation to the City Manager, ensuring that each grant project is presented in proper format.

Presents grant proposals to appropriate agencies, committees, officials, and/or other individuals; develops persuasive, compelling proposals designed to win competitions against proposals from other agencies; provides oral presentations, prospectus letters, or other information to influence decision-makers and to raise awareness and support for funding of a proposal; monitors status of grant applications and reports status to management.

Collects data from City departments for submittal of reimbursement requests from funding sources and monitors grant expenditures. Monitors State and Federal systems to ensure receipt of full grant amounts.

Prepares and submits grant-related reimbursement requests and reporting to the appropriate agencies.

Prepares or completes various forms, reports, correspondence, grant proposals, progress reports, budgets, grant reports, annual reports, agendas, press releases, location maps, presentations, charts, tables, graphs, or other documents.

Functions as the City's representative in meetings with individuals from inside and outside the City, and prepares and makes presentations; provides information regarding grants and other special projects; serves as the City's liaison with Federal, State and local grant contract managers and representatives.

Establishes and maintains a resource library of completed grants. Distributes information regarding training classes, workshops, publications, and other resources available from granting agencies.

Develops and implements a comprehensive grants compliance monitoring and reporting systems for ensuring compliance with grants regulations and scheduled reporting deadlines.

Provides grant-related assistance and information in an appropriate format to citizens on behalf of the City Manager's office.

Prepares various complex statistical analyses of information, reports, and summaries as required for the City Manager, City Commission, other agencies, and the public.

Oversees implementation and administration of all CDBG, HOME, NSP and SHIP programs; works with the City's local housing assistance plan for the SHIP program.

When applicable, oversees Broward County administration of grants program.

Oversees vendors paid with grant funds.

As necessary, attends meetings with the Broward HOME Consortium, Broward County Housing Finance and Community Redevelopment Division, HUD, and the Florida Housing Finance Corporation.

Reconciles grants programs from prior years.

Provides and conducts research and analyses and makes recommendations regarding policy formulations, operational planning and program evaluation.

Interprets Federal and State regulations as they pertain to City programs.

Maintains documentation of all expenditures and other information required for internal and State and Federal periodic audits.

Monitors and manages City contracts, tracking key deadlines and expiration dates; works with departments to ensure compliance with contract stipulations.

Assists departments in developing contract language and researching comparative contracts, in conjunction with the Purchasing Division.

Competently operates a variety of office equipment, programs, and functions common to the modern business office.

Effectively interacts and communicates with City staff of all levels, local, state, and federal elected officials, state personnel, federal personnel, business and community leaders, and the public.

Performs related duties as directed.

Performs Emergency Response duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE**

Must possess a Bachelor's degree in Public Administration, Business Administration, or related field, supplemented by at least three (3) years' progressively responsible experience in grant administration, grant writing, operational or management analysis, and/or related analytical experience. Must be able to interpret Federal, State, local, corporate, and foundation grant guidelines pertaining to programs and projects. Must demonstrate excellent oral, written, communication, and organizational skills. Must be able to handle multiple projects simultaneously, and work effectively with people from inside or outside the City. Must possess a fundamental knowledge of and working experience in CDBG, HOME and SHIP programs. Must possess and maintain a valid State of Florida driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines and equipment as stated above. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift/carry weights from five to ten pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, grant applications, reports, etc. Requires the ability to enter data into computer and prepare reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, mathematical or schedule form; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation.

Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery function.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional terminologies including computer, business communications, etc.

**Numerical Aptitude:** Must be able to add and subtract, total, multiply and divide, determine percentages and decimals, determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office and communications machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to utilize a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency of tight deadlines.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.

Knowledge of the organizational structure of the City and its related agencies.

Knowledge of the tasks involved in preparing grant applications, administering and monitoring grants, including grants budget administration.

Knowledge of the tasks involved in tracking and reporting on grants and special projects.

Proficient in using computers with related knowledge of software programs and Internet.

Skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence.

Knowledge of the principles and practices of grant research, preparation and monitoring, and can apply the same to the securing of funds for City projects and programs.

Skilled in verbal, organizational, management, and human relations skills.

Skilled in the use of computers and other office machinery.

Ability to comprehend, interpret, and apply regulations, procedures and related information.

Ability to interpret, apply, and ensure compliance with guidelines of granting agencies.

Ability to work independently to complete the duties of the position without the need of direct supervision.

Ability to use independent judgment in performing routine and non-routine tasks.

Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Ability to communicate effectively with a variety of public and private groups as needed.

Ability to interpret policy and procedure manuals, reports, grant applications, and other materials pertaining to the responsibilities of the job.

Ability to work in a dynamic, fast paced environment.

Ability to plan, organize, and prioritize complex daily assignments and work activities.

Ability to work within a team and offer assistance to fellow employees as necessary.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

\_\_\_\_\_  
Employee Name and Signature

\_\_\_\_\_  
Date