

This is an unclassified position which will be appointed by the Mayor.

Minuim Salary of \$65,000 (Salary is negotiable based on experience)

CITY GRANTS ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

The City Grants Administrator will be the City's Chief Grant Researcher and Writer. In addition the Grants Administrator will be responsible for overseeing the City's grants management process by monitoring City Departments' compliance with grant provisions and the timely completion of reporting requirements for all of the City's grant programs.

DISTINGUISHING FEATURES OF THE CLASS:

Reporting to the Mayor and the Director of Operations this highly responsible professional will oversee the City's grant seeking opportunities and funded program activities, including the prioritization, planning and scheduling of those activities to guide City Grant Program efficiency and effectiveness. At times the Grants Administrator will be required to provide indirect supervision to departmental grant coordinators as well as to grant support staff to accomplish the required program activities.

EXAMPLES OF WORK: (Illustrative Only)

- Manages a comprehensive grant evaluation and proposal development process that results in new grant funding for the City.
- Develops and writes grant proposals, re-submissions, program updates, and reports.
- Provides assistance and guidance in resolving issues and conflicts with grant funding agencies.
- Continually conducts research for prospects and other opportunities for new grant funding sources including direct, indirect and regional based grant programs.
- Provides timely advice and information on grant funding opportunities, requirements and procedures.
- Works closely with and guides departmental grant staff regarding funding needs, grant opportunities, guidelines and funding sources for grants
- Reviews all resulting proposals and leads the City in grant compliance.
- Works closely with the Waterbury Development Corporation and the City's Department of Education to account for all grant funded program activities and facilitate cooperative efforts when needed.
- Develops and updates a quarterly report regarding City wide grants activity and funding status.
- Does related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to develop successful relationships with local, state and federal grantor agencies.
- Demonstrated ability to cultivate successful relationships within an organization, initiate and coordinate internal meetings, and oversee grant compliance and reporting requirements.
- Ability to organize, analyze and interpret complex technical data relating to grants and funding.
- Ability to demonstrate excellent management, interpersonal, organizational and communications skills.
- Ability to demonstrate excellent writing and editing skills.
- Demonstrated history of writing federal grant applications and obtaining federal grant funding.
- Ability to manage and prioritize multiple projects with conflicting deadline pressures and competing priorities.
- Initiates and coordinates meetings with grant funders as needed.
- Works closely with and guides departmental grant representatives regarding funding needs, grant opportunities, guidelines and funding sources for grants.

MINIMUM TRAINING & EXPERIENCE REQUIRED:

- BS/BA from accredited university and 5 years of Grant research, writing and managing experience, with two (2) years of governmental grants experience.