

GRANTS MANAGER/SUCCESSOR AGENCY ASSISTANT

DEFINITION

Under general direction, assists in planning, coordinating, and implementing capital improvement and capital expenditure projects; coordinates the planning and implementation of grant applications; establishes objectives, priorities, schedules, and evaluation criteria; and performs other related work. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Incumbents perform a variety of administrative, accounting, and auditing work requiring substantial knowledge and background in public bidding-contracting and grant related activities.

REPORTS TO

Community Development Director or as assigned.

CLASSIFICATIONS SUPERVISED

Incumbents may provide work direction and coordinate for assigned support staff.

ESSENTIAL FUNCTIONS

As Successor Agency Assistant, the position performs a variety of responsible administrative/analytical tasks in the collection and organization of data concerning agency operations and activities. This position will make contact with clients and monitor internal program operations; participates in the formulation or implementation of capital improvements; assists in budget preparations; implements program policies, regulations, and procedures; and performs administrative work on various capital projects.

As Grants Manager, the position is responsible for technical work involved in the preparation of grant applications. The position also provides support and assistance to other City departments – divisions in the ongoing administration, reporting, and implementation of grant awards. The position also assists in establishing and maintaining records and agreements and may perform specialized administrative support duties as necessary.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and

vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; continuous contact with staff.

MINIMUM QUALIFICATIONS**Knowledge of:**

- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Computerized spreadsheet, database, and word processing software.
- Auditing theory, principles, and techniques and their application to Grant administration.
- Principles of work direction and work coordination.
- Budget development and control.
- Establishing and maintaining cooperative working relationships.

Training and Experience:

- Three (3) years of experience in Government public administration, urban planning, business administration, economic development, or in private sector development.

Education:

- Combination of graduation from an accredited college or university with an Associates degree with major course work in public or business administration. Education requirement may be substituted with equivalent years of experience.

License:

- Possession of a valid California driver's license.

SPECIAL REQUIREMENTS:

- None.

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