AGENDA ITEM HISTORY SHEET

ITEM TITLE	AGENDA NO. 15
Resolution 2026-16 Grants Manager	AGENDA DATE: 3/31/2026

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable) 3/5/26 believed to be Budget Neutral for 2026

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

Over the past several years, the City of Bryant has successfully secured $3.8 million in grant funding. During this time, the scope of our grant activities has expanded from transportation and planning to supporting nearly every city department. Based on the success of other cities, it is clear that establishing a dedicated Grants Department is the next logical step for Bryant.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Mayor Treat is proposing to transition the current grant position from the Planning Department to report directly to the Mayor. This role will be designated as Grants Manager. While we do not foresee adding additional staff at this time, this structural change will allow for the focused research and planning necessary to increase the city's investment in pursuing grants. This move is budget-neutral. For the remainder of the year, costs will be shared between Public Works and Planning. Next year, the department will be broken out as a separate service, similar to other SWB services. Additionally, this transition will allow the Planning and Development Department to determine its own next steps for growth, such as adding a code officer or a lead building inspector.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Motion to approve.

RESOLUTION NO. 2026 - _____

RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR GRANTS MANAGER

WHEREAS, The City Council of the City of Bryant desires to adopt the position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for the position of Grants Manager.

Section 2. The salary range for the Grants Manager position shall fall within the range suggested by the most recently adopted compensation study. The current compensation study suggests the following updated salary range for the position:

Minimum	Midpoint	Maximum
$49,245	$61,556	$73,868

PASSED AND APPROVED this _____day of _____, 2026.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

Grants Manager

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Grants Manager	**Position Reports To :** Mayor
Physical Location For This Position : Not Indicated	**This Position Is :** Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

The Grants Manager is responsible for the strategic oversight, development, administration, and management of the City's grant portfolio. This position manages the full grants lifecycle, including identifying funding opportunities, preparing and submitting grant applications, coordinating award acceptance and implementation, ensuring compliance with all applicable funding requirements, and completing reporting and closeout activities.

The Grants Manager serves as the City's primary grants authority and provides independent, high-level coordination across departments to align external funding opportunities with City priorities and long-term strategic goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the City's lead grants professional, independently managing the full grants lifecycle from pre-award through post-award closeout.

2. Participate in advocacy and community relations' efforts representing the City as required or needed.

3. Develops an extensive library of potential grant sources in each area of municipal operations.

4. Conducts thorough research to identify potential funding sources in support of the City's strategic vision goals.

5. Develop, write, and submit competitive grant applications including narratives, budgets, schedules, and supporting documentation.

6. Act as an official City representative of the departmental grant applicant or grantee.

7. Coordinate directly with department heads, finance staff, and external funding agencies to ensure successful grant implementation.

8. Monitors approved grants and grant activities, tracks program progress and expenditures, and

ensures compliance with applicable rules and regulations of grantor agencies.

9. Manage grant reporting, reimbursement requests, amendments, and closeout documentation in accordance with grantor requirements.

10. Maintains and stores grant documentation audit-ready at all times as required by regulations of grantor agencies.

11. Provide technical assistance and guidance to departments regarding grant eligibility, compliance, and project documentation.

12. Manage grants related to emergency management and disaster recovery, including FEMA reimbursement and compliance activities.

13. As needed, develops needs assessment of existing problems or shortfalls within a given area or municipal function.

14. Conduct needs assessments to identify funding gaps, project readiness, and opportunities for grant support.

15. Works with departments to ensure procurement (e.g. quotes, Requests for Proposals/RFPs) for purchases funded with grant awards are compliant with grant requirements and uniform guidance, as applicable.

16. Prepare and present presentations to leadership and civic groups as necessary.

17. Perform any other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above would range form $1,000,000 to $10,000,000.

What departments (if any) are supervised by this position? : none

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree.

EXPERIENCE GENERAL

2 years related experience and/or training.

EXPERIENCE MANAGEMENT

Not Required

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

OVERSIGHT. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to SENIOR MANAGEMENT of the organization.

ACCURACY

Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and WOULD DEFINITELY HAVE serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

MENTAL DEMAND

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS

- Ability to read a limited number of words and recognize similarities and differences

between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication.

- Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence.
- Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.
- Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.
- Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

ACCOUNTABILITES

FREEDOM TO ACT

OVERSIGHT. High level of freedom to complete the duties of the position and guided by broad policy with oversight by President, elected official, etc.

ANNUAL MONETARY IMPACT

MEDIUM: Same as Degree 2, except impact would range from $1MM to $10MM.

IMPACT OF JOB ON END RESULTS

MAJOR IMPACT. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Not Indicated

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Grant Professional Certified (GPC)

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

CONTACTS WITH EMPLOYEES

Contacts with other departments or offices AND ALSO frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF HIGHLY COMPLEX machines and equipment; specialized or advanced software programs.

SOFTWARE SKILLS REQUIRED

- Contact Management: None
- Database: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: Basic
- Programming Languages: None
- Spreadsheet: Advanced
- Word Processing/Typing: Mastery
- Other: Basic
- 10-Key : Basic

- Accounting: Basic
- Alphanumeric Data Entry: Basic

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Frequently
- Walk: Frequently
- Sit: Regularly
- Use hands to finger, handle, or feel: Occasionally
- Reach with hands and arms: Occasionally
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Continuously
- Taste or smell: Never

WEIGHT LIFTED

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).

PHYSICAL DEMAND

HIGH DIVERSITY, LOW PHYSICAL: Work activities which allow for a CONSIDERABLE AMOUNT OF DIVERSITY as an incumbent performs a VARIETY OF TASKS. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never

- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

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