2022 City of Bryant
Grant Coordinator
Job Description

Exempt: No
Department: Community Development
Reports To: Community Development Director
Location: City Hall
Date Prepared: January 14, 2022
Date Revised: February 09, 2022
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Grant Coordinator is responsible for researching, preparing, and submitting grant proposals. The Grant Writer identifies new discretionary grant opportunities and works collaboratively with City Departments in the formulation and submission of grant proposals. The Grant Coordinator administers and manages grants throughout the entire grants lifecycle, from the pre-award to the post-award phase.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

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

4. Plans and develops written grant proposals and supporting documentation identifying needs, objectives, methodologies, personnel, budget, monitoring capability, and evaluation criteria, as required by grantor agencies.

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

6. Monitors approved grants and grant activities, tracks program progress and expenditures, and ensures compliance with applicable rules and regulations of grantor agencies.

7. Completes grant reporting as required by grantor agencies.

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

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

10. As needed, develops and recommends changes in code or polices for department.

11. Manage all proposals and awards for compliance with Federal, State, and/or Private funding source requirements, which includes in-depth reviewing and reporting. Manage all grant files in preparation for annual audits and/or grantor auditing.

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

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

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QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS
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.

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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Advanced: Word Processing/Typing
Intermediate: Contact Management, Database, Presentation/PowerPoint, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

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.

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.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS
Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from $150,000 to $1,000,000.

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.

ACCOUNTABILITY

FREEDOM TO ACT
Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Medium. Job creates a monetary impact for the organization from $1mm to $10mm.

IMPACT 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.

PUBLIC CONTACT
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.

EMPLOYEE CONTACT
Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which 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.

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.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

High diversity, low physical. Work activities which allow for 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.

ADDITIONAL INFORMATION
Not indicated.

JOB DESCRIPTION ACKNOWLEDGEMENT
I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Printed Employee Name _____

Employee Signature _____ Date:_____

Supervisor Signature _____ Date:_____