

CITY OF BONITA SPRINGS

JOB TITLE:	Grants Support Specialist
DEPARTMENT:	Public Works
REPORTS TO:	Public Works Senior Project Manager
FLSA STATUS:	Non-Exempt

****This position is a grants project based position and excepted to last for a term of 2 years****

WORK OBJECTIVE:

The purpose of this position is to secure and administer grant programs for state and federal programs within the Public Works Department and will provide support under the general direction from the Director and/or management team. This position performs variety of complex assignments within the Department and is responsible for assigned projects that require technical experience in grant management, monitoring grant activity and timeliness, compliance and oversees preparation of regular progress updates and financial /statistical reporting. Public communications is essential so this position must have the ability to interact with a variety of city personnel, citizens, vendors, grant providers and contractors. This position is responsible for planning, organizing and coordinating the dissemination of clear and accurate information to the public and maintains records of such public involvement efforts. This position will be experienced in programmatic management, procurement of various contractors/consultants, scheduling of public meetings record keeping for auditing purposes, preparing work plans for construction projects requisitions and purchase orders, invoice payments.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists with the development of program workplans for grants/projects.
- Establishes and maintains compliant grant project files including recipient information, bid process information and requests for payment.
- Provides assistance, advice, support and guidance to applicants and grant recipients during the program operation and closeout phases.
- Ensure programs remain in compliance by preparing state and federal mandated reports including research & compilation of data/information, data entry, copying, mailing & filing.
- Read professional journals, federal regulations, notices of funding, correspondence, attends training as requested and reviews other documentation to stay abreast of industry standards and trends

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- Establishes and maintains financial data for subrecipients, vendors, fiscal staff and management.
- Provides budgetary input; compiles statistical data assist with budget preparation; monitors purchase/expenditures to ensure availability of budget funds; make recommendations for future expenditures.
- Coordinates activities with Lee County due to participating party agreements; ensures all necessary supporting documents are filed at the County office for monitoring and auditing purposes.
- Attends and participates in workshops, trainings, fairs, community meetings and public hearings as requested.
- Prepares assigned portions of subrecipient/vendor technical training such as invoicing, documentation of form preparation, contract compliance and compliance requirements.
- Establishes and maintains automated and manual records and files. Provides assistance and advice to subrecipients/vendors on their specific projects regarding invoicing, documentation of form preparation and contract/grant compliance. Ensures that subrecipients/vendors have the necessary information to comply with various regulations.
- Reads and ensures compliance monitoring with Federal, state and local laws and regulations regarding specific grants programs requirements.
- Prepares assigned portions of subrecipients/vendor technical training such as invoicing, documentation of form preparation, contract compliance and compliance requirements.
- Processes a variety of documentation within designated timeframes and per established procedures; received and reviews various documentation, forms, reports and applications for the purpose of completing or verifying for accuracy.
- Establishes and maintains compliant grants files with needed information for audit and monitoring purposes.
- Coordinates activities with various agencies and organizations as to their contributions to the development of projects and programs, particularly grants.
- Works with residents and businesses to clearly and concisely communication information (verbally and in writing) about the infrastructure and neighborhood projects.
- Performs special research and makes recommendations.
- Provides assistance, advice, support and guidance to applicants and recipients of grants during the program operation and closeout phases.
- Oversees timely and compliant conclusion of the grant program by working closely with the subrecipient/developer/vendor/partner/consultant/contractor to provide guidance on program completion, submission and review of compliant pay request and compliant completion of all deliverables identified in agreements.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration, business administration, finance or related field; supplemented by five years working with state and federal grant programs; or an equivalent combination of education, certification, training and/or experience. Experience with Federal Emergency Management Administration (FEMA) and/or U.S.

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Housing and Urban Development (HUD) Community Development Block Grant (CDBG) is preferred.

- Possession of a valid State of Florida driver's license required, along with an acceptable driving record.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to apply principles of logical or synthesis functions.
- Ability to deal with several concrete and abstract variables and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to develop budgets and financial reports.
- Ability to communicate effectively orally and in writing.
- Ability to review, classify, categorize, prioritize and/or analyze data.
- Ability to utilize a wide variety of reference, descriptive and/or advisory data.
- Ability to provide guidance, assistance and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability of maintaining a high degree of independent thinking and decision making.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to utilize a wide variety of reference and descriptive data and information.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed with exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Bonita Springs is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City of Bonita Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date