

## GRANTS ADMINISTRATOR 1-4

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional work in the development, administration, coordination and evaluation of various grants, and the development of related policies, strategies, processes and procedures. Work is performed under the supervision of the Community Development Grants Supervisor or other high level supervisor responsible for financial information for a department. This series is structured to recognize varying levels of professional responsibility, judgment, discretion, and project complexity as employees gain job-related expertise and additional higher level responsibilities.

#### **Grants Administrator 1**

This is the entry-level of this professional career development series. This work is characterized by responsibility for various efforts within the context of grants administration; and related consultation and staff work. This level is characterized by the more standardized assignments (i.e., where there are relatively clear standards and precedents); in a support role to senior staff on more complex programs/projects; and/or under supervision or with closer review of work products.

#### **Grants Administrator 2**

This is the objective level of the Grants Administrator career development series. This level is characterized by diverse and responsible involvement in grants administration; and related consultation and staff work. Work is characterized by judgment, discretion and initiative in the completion of assignments. Work is performed under general supervision.

#### **Grants Administrator 3**

This is the advanced level of the Grants Administrator series. This level is characterized by responsibility for the more complex and discretionary elements of grants administration; and related consultation and staff work. Employees work with a high degree of independence in major grant development programs necessitating considerable judgment and initiative; and provide leadership and training to subordinate staff as assigned. Work is performed under general supervision.

#### **Grants Administrator 4**

This is the senior level of the Grants Administrator series. This level is characterized by ongoing professional leadership responsibility both with respect to subordinate staff and ongoing programmatic expertise. Work involves responsibility for both high-level multi-disciplinary community development projects, as well as substantive responsibility for the general management and program development of the office as a member of the management team. Work is performed under general supervision.

Note: Employees are eligible for career advancement from Grants Administrator 1 to 2 upon meeting the minimum qualifications and applicable performance criteria of the higher-level class. The classes of Grants Administrator 3 and 4 are position-specific, and positions are allocated to these classes based on the needs of the organization.

Examples of Duties and Responsibilities:

**Grants Administrator 1**

Participate in providing information to the public, non-profit community developers, for-profit developers, and others interested in seeking City assistance. Assist in the coordination of proposals and projects with other City agencies, and related private or public sector efforts.

Assist senior department staff in their review of grant applications, and make recommendations. Evaluate proposals as to the eligibility, effectiveness, and conformance to established goals and priorities.

Develop and prepare contract documents under supervision. Negotiate contract terms with non-profit agencies in accordance with pre-established guidelines. Review all documents for conformance with outside agency, State, and City requirements.

Initiate disbursement of funds for project funding and reimbursement, under supervision. Analyze financial statements and audits of funded agencies to monitor service efforts and accomplishments. Conduct office and field management audits for funded agencies. Schedule, conduct, and make recommendations, or require programmatic changes based upon these audits.

Develop and maintain tracking processes for grants, maintaining appropriate internal/external controls; ensure adherence to programmatic and financial grant requirements on a timely basis.

Reconcile grant financial information among various City financial computer systems.

Work with grant recipients in order to increase project and programmatic effectiveness. Monitor and record project progress, including review and analysis of submitted programmatic and financial reports, changes in budget or contract terms, and on-site monitoring.

Perform monitoring and compliance task in specialized areas related to the use of grant funds, such as environmental review, fair labor standards, and anti-displacement and relocation, and equal opportunity activities. These responsibilities may involve the assessment of various project activities for categorization and compliance with a variety of Federal, State, and local standards, the integration of available information and input from other governmental agencies, and various publics, and the formation of preliminary judgments concerning the type and nature of compliance. Document compliance activities, maintain related records, and assemble information for reports to funding sources.

Provide related staff support to the Common Council, commissions and boards and/or other policy-makers. Prepare project reports and position papers under supervision.

Perform related work as assigned.

### **Grants Administrator 2**

Perform all work of a Grants Administrator 1, with a higher degree of judgment, discretion and initiative; and

Exercise developed expertise in the development and assessment of diverse funding proposals and contract terms; and in the identification and resolution of related issues.

Take a lead role in the administration of specialized programmatic components related to funding source rules. This may involve the improvement of administrative and reporting systems related to such areas as environmental review, fair labor standards, equal opportunity, and displacement/relocation.

Play an active role in the assessment and enhancement of office procedures, policies and standards, and programmatic component systems, such as environmental review, fair labor standards, equal opportunity, and displacement/relocation.

Perform related work as assigned.

### **Grants Administrator 3**

Perform all work of a Grants Administrator 2; and

Assume responsibility for the development and assessment of complex and multi-faceted funding proposals and contract terms relevant to major grant-funded programs and projects, with a high degree of independence.

Provide a leadership role in the ongoing training of subordinates; and assign and monitor the work of designated professional assistants.

Participate in the general administration of the office as assigned. Prepare and present major policy recommendations.

Perform related work as assigned.

### **Grants Administrator 4**

Perform all work of a Grants Administrator 3; and

Provide ongoing leadership and training to staff within areas of responsibility and expertise. Coordinate subordinate activities on major development projects.

Participate in the general management of the program as a management team member. Develop and recommend program policies and procedures. Assume managerial responsibilities as assigned.

Perform complex multi-disciplinary analysis of community development proposals; the development and integration of inter-governmental resources; and the development and implementation of related strategies. Resolve problems encountered in program implementation.

Represent program interests in a variety of venues to include high-level inter-agency teams.

Perform related work as assigned.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

#### **Grants Administrator 1**

Knowledge of loan and grant program principles and processes including grant writing, contract administration and related laws and regulations. Working knowledge of the principles and practices of accounting and public finance. Knowledge of business administration, principles and practices. Knowledge of related planning programs and processes, including environmental review requirements. Ability to perform related analyses. Ability to collect and analyze related data and to compile and present reports and recommendations. Ability to prepare, manage and monitor capital and operating budgets. Ability to prepare and review financial feasibility studies and pro-formas. Ability to evaluate the effectiveness of grant-funded programs. Ability to interpret related regulations and ordinances. Ability to develop consensus and negotiate within pre-established parameters. Ability to learn reconciliation processes for various IT systems, including Telestaff, SXD, or other City financial systems. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships. Ability to maintain adequate attendance.

#### **Grants Administrator 2**

All of the above, and; Working knowledge of related loan and grant program principles and processes, including grant writing, contract administration and related laws and regulations. Working knowledge of business administration, including financial management, general accounting, and program and business planning. Working knowledge of the principles and practices of accounting and public finance. Knowledge of Affirmative Action, EEOC and Fair Labor Standards. Ability to prepare and review financial feasibility studies and pro-formas. Ability to develop and coordinate systems and methodologies to evaluate programs.

#### **Grants Administrator 3**

All of the above; and Thorough knowledge of loan and grant programs related to these development areas including grant writing, contract administration and related laws and regulations. Thorough knowledge of business administration including financial

management, general accounting, and program and business planning. Thorough knowledge of the City's planning programs and processes. Thorough knowledge of the principles and practices of accounting and public finance. Ability to lead and coordinate professional staff on a project basis. Ability to independently evaluate the effectiveness of complex and multi-faceted grant-funded programs. Ability to actively participate in office administration.

#### **Grants Administrator 4**

All of the above; and Ability to assume ongoing leadership responsibility for designated staff and/or areas of responsibility. Ability to develop and/or adapt applicable community development standards and/or procedures. Ability to negotiate high-level and complex agreements and their application. Ability to effectively participate in all related office management programs.

*Additional KSAs may be added for positions as it relates to specific department requirements.*

#### Training and Experience:

##### **Grants Administrator 1**

One year of related paraprofessional experience which involved considerable emphasis on the development and/or review of grant-funded proposals. Such experience would normally be gained after graduation from an accredited college or university with a degree in Planning, Business Administration, Public Administration, Finance, or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

##### **Grants Administrator 2**

Two years of professional experience comparable to that gained as a Grants Administrator 1 with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

##### **Grants Administrator 3**

Two years of professional experience comparable to that gained as a Grants Administrator 2 with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

##### **Grants Administrator 4**

Two years of advanced-level professional experience comparable to that gained as a Grants Administrator 3 with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Department/Division	Position	Comp. Group	Range
Various	Grants Administrator 1	18	06
	Grants Administrator 2	18	08
	Grants Administrator 3	18	10
	Grants Administrator 4	18	12

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date