

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Jim Powell

Work Phone: 608-261-9635

2. Class Title (i.e. payroll title):

Administrative Analyst & Grant Manager 4

3. Working Title (if any):

Grant Program Manager

4. Name & Class of First-Line Supervisor:

Teague Mawer, Finance Unit Manager (18-14)

Work Phone: 266-4477

5. Department, Division & Section:

Police Department, Finance Unit

6. Work Address:

211 S. Carroll St., Ste GR-21, Madison, WI 53704

7. Hours/Week: 38.75 hrs/wk

Start time: 7:30 am End time: 4:00 pm

8. Date of hire in this position:

Grants Administrator LTE 09/10/09; Permanent Grants Administrator 1 04/03/11; Permanent Grants Administrator 2 06/05/14; Permanent Grants Administrator 3 09/24/17

9. From approximately what date has employee performed the work currently assigned:

09/24/17

10. Position Summary:

This is an advanced level, professional leadership position responsible for planning, coordination and implementation of law enforcement and community grant-funded projects and programs for the Police Department. Work includes development, administration, coordination and evaluation of various Federal, State and other grants; and the development of related policies, strategies, processes and procedures. Work also includes fulfillment of substantial programmatic and financial reporting requirements for all grants, as well general accounting and analysis projects related to maintaining the Department's grant project budgets. This position involves a high level of complexity, independent judgment and extensive knowledge needed for a broad range of discipline. This work is performed under the general supervision of the PD Finance Manager and acts on behalf of her in her absence. Employee may lead or supervise subordinate clerical staff.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 20% A. Grant Research, Development and Writing
1. Seek out and review grant opportunities to determine Department applicability.
 2. Research topic areas in order to assess appropriateness and to communicate clearly opportunity and topic area within the Department and with other potential grant partners.
 3. Work with Department command staff and external partners (other law enforcement agencies, other City and County departments, service agencies) to develop grant proposals.
 4. Create/facilitate cross-sector partnerships necessary to pursue some grants.
 5. Coordinate the development of goals, objectives, problems description, implementation plan, project narrative timeline and budget for grant proposals.
 6. Write, edit, finalize and submit grant applications, ensuring appropriate City, State and Federal guidelines are followed.
 7. Grant project development and management training for commanders.
 8. Develop researcher/university contacts for grant project purposes.
- 70% B. Manage Grants
1. Co-lead grant projects
 2. Oversee all financial aspects of grants.
 3. Ensure regulatory compliance to federal, state and other funding guidelines.
 4. Develop and maintain tracking processes for all grants maintaining appropriate internal/external controls; ensure adherence to programmatic and financial grant requirements on timely basis.
 5. Initiate disbursement of funds for subawards, after analyzing reimbursement requests, monitoring service efforts and accomplishments, and conducting field visits as needed.
 6. Provide high-level expertise and direction to guide project "managers" (sworn commanders) for each grant, including assisting or training in setting project goals, evaluate project effectiveness, recommend project modifications, project management, relationship building with cross-sector partners, accountability, etc.
 7. Serve as liaison between the Department Finance Unit and other Police units or agencies receiving subawards for all aspects of project implementation, including contract development.
 8. 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. Make recommendations on possible reallocations.
 9. Develop scope of services for grant-funded contracts.
 10. Administer budget expenditures and recommend budgetary actions as necessary.
 11. Reconcile grant financial information between various City systems, including Telestaff, MUNIS and other databases that may be utilized. Provide reports to police managers and/or government agencies as needed.
 12. In conjunction with Finance Manager, develop policies and procedures relative to grant administration and program management responsibilities.
 13. Analyze existing grant programs and services. Make recommendations on the possible reallocation of existing and/or potential resources.
 14. Provide cost projection reports on current and proposed grant projects.
 15. Perform year end accounting processes for of all grant project segregated funds.
 16. Write Common Council resolution to accept and modify grants and budgets
 17. Develop and maintain system for tracking equipment purchases, including those requiring federal compliance as it relates to the use of grant funds.
- 10% C. Other
1. Non-grant tasks and responsibilities such as U.S. Census and other survey completion, Equal Employment Opportunity Plan (EEO) Utilization Report, Common Council resolution writing, and representing the Finance Unit when the Finance Manager cannot attend.
 2. Lead special and ongoing projects and program activities as directed by the Finance Unit Manager.
 3. Provide strategic planning support
 4. Provide data analysis planning support
 5. Supervise or lead clerical staff as needed.
 6. Other non-grant tasks as assigned.

12. Primary knowledge, skills and abilities required:

Primary Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of grant writing, administration, project proposal development, implementation and management processes.

Thorough knowledge of business administration including financial management, general accounting and program and business planning. Thorough knowledge of applicable planning programs and processes. Working knowledge and ability to use computer software applicable to position responsibilities. Working knowledge of governmental agency operations as they relate to law enforcement and community development activities..

Ability to develop budgets. Ability to prepare and present financial analysis. Ability to effectively negotiate grant-funded contracts. Ability to independently evaluate the effectiveness of complex and multifaceted grant-funded programs. Ability to work with and communicate with a wide variety of people and groups. Ability to maintain effective working relationships with City staff, community agencies, elected officials, other governmental agencies and staff and the public.

Ability to independently represent city interests before interagency/intergovernmental committees and community groups. Skill in related statistical research. Ability to lead and coordinate interdisciplinary teams and committees. Ability to communicate effectively both orally and in writing. Ability to train, lead and coordinate professional and technical staff.

Training and Experience

Ten years of responsible and varied professional experience in the areas of grant writing, proposal and budget development, administration and reporting.

Knowledge of the principles and practices of accounting and public finance. Knowledge of grant program principles and processes, including grant writing and contract administration. Ability to learn reconciliation processes for various IT systems, including Telestaff and MUNIS. 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 evaluate the effectiveness of grant-funded programs. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationships. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Ability to use computer and/or sit for long periods

16. Supervision received (level and type):

This work is performed under the general supervision of the Finance Unit Manager and acts on behalf of the Finance Unit Manager in her absence.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.