

CITY OF MADISON POSITION DESCRIPTION

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

New Position

Work Phone:

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

Grants Administrator 1-LTE

3. Working Title (if any):

Grant Manager & Admin Analyst

4. Name & Class of First-Line Supervisor:

Terri Genin, Finance Manager (18-12)

Work Phone: 266-4477

5. Department, Division & Section:

Police Department, Finance Unit

6. Work Address:

211 S. Carroll St., Madison, WI 53704

7. Hours/Week: 38.75 hrs/wk

Start time: 8:00am End time: 4:30 pm

8. Date of hire in this position:

As soon as grant is awarded. Estimated date mid-June.

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

N/A

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10. Position Summary:

This is entry-level professional accounting and analytic work. Work includes development, administration, coordination and evaluation of various State and Federal 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 operating and capital budgets. Work is performed under the supervision of the Department Finance Manager. Employees may lead or supervise subordinate clerical staff.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

60% A. Development, administration, coordination, evaluation and reporting on various grants

1. Review grant solicitations to determine Department applicability; develop project abstracts in conjunction with assigned command or supervisory staff; outline grant requirements; develop grant proposals; submit grant applications ensuring appropriate City, State and Federal guidelines are followed.

2. Develop and maintain tracking processes for all grants maintaining appropriate internal/external controls; ensure adherence to programmatic and financial grant requirements on timely basis.
3. Initiate disbursement of funds for subawards, after analyzing reimbursement requests, monitoring service efforts and accomplishments, and conducting field visits as needed. 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. 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.
4. Reconcile grant financial information between various City systems, including Telestaff, SXD (or other City financial system), and other databases that may be utilized. Provide reports to police managers and/or government agencies as needed.
5. In conjunction with Finance Manager, develop policies and procedures relative to grant administration and program management responsibilities.

20% B. Finance analysis

1. Participate in the analysis of existing Department programs and services. Make recommendations on the possible reallocation of existing and/or potential resources.
2. Assist with the preparation of Department capital and operating budget, including providing cost/benefit analysis on proposals, and cost projection reports on current and proposed projects.
3. Assist with year end accounting processes, including reconciliation of all segregated and special funds.
4. Provide regular reports to police managers on various special funds and operational projects.
5. Supervise or lead clerical staff as needed.

20% C. Equipment Management

1. Develop and maintain system for tracking equipment purchases, including those requiring federal compliance as it relates to the use of grant funds.
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- 3.
- 4.
- 5.

% D.

- 1.
- 2.
- 3.
- 4.
- 5.

% E.

- 1.
- 2.
- 3.
- 4.
- 5.

12. Primary knowledge, skills and abilities required:

Knowledge of loan and grant program principles and processes including grant writing, contract administration and related laws and regulations. Knowledge of business administration, principles and practices. Knowledge of related planning programs and processes, including environmental review requirements. Working knowledge of the principles and practices of accounting and public finance. 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 learn reconciliation processes for various IT systems, including Telestaff and SXD (or other City financial system). 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 communicate effectively both orally and in writing. Ability to develop and 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):

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.