

-----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
3. Working Title (if any):
Grant Manager
4. Name & Class of First-Line Supervisor:
Bill Clingan
Work Phone: 266-7851
5. Department, Division & Section:
Planning, Community Development Division, CDBG Office
6. Work Address:
215 MLK Blvd., Madison, WI 53703
7. Hours/Week: 38.75
Start time:8:00 End time: 4:30
8. Date of hire in this position:
As soon as grant is awarded. Estimated to be in late July
9. From approximately what date has employee performed the work currently assigned:
N/A

10. Position Summary:

Work includes development, administration, coordination, contract management, general grant administration and evaluation of the Energy Efficiency Conservation Block Grant (EECBG). Will develop related policies, strategies, marketing strategies, service coordination, processes and procedures. Work also involves substantial programmatic and financial reporting requirements to all levels of government. The position requires verbal and written communication skills and interaction with the public. Work is performed under the supervision of the Division Director.

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

- 40% A. Monitoring and evaluating of EECBG related programs
1. Develop monitoring and evaluation tools to monitor grant activities
 2. Utilize federal forms and processes when appropriate
 3. Report to local, state and federal authorities as needed
 4. Responsible for the overall performance of the EECBG grant

- 20% B. Contract Management
 1. Participate and help evaluate in RFP process
 2. Help develop contract specifications
 3. Establish contract management protocol
 4. Monitor and evaluate contact performance
 5. Work in a professional manner with service providers in order to fulfill the requirements of the contract

- 20% C. Develop and oversee various processes and procedures related to the grant
 1. Develop various grant specific processes and procedures that relate to awarding grant dollars
 2. Oversee the performance of service providers that receive grant dollars
 3. Develop processes and procedures that permit various city and other organizations to participate in the grant review process
 4. Individual is the central point of organization the EECBG grant's interaction with external organizations and the public
 - 5.

- 10% D. Coordination with City Divisions/Departments and external organizations
 1. Communicate and work with various city divisions/departments regarding the grant
 2. Develop systems, procedures with other city divisions/departments
 3. Communicate and work with various organizations outside of city government that are related to the work of the grant
 - 4.
 - 5.

- 10% E. Reporting to funding authority
 1. Develop local reporting requirements needed for the grant
 2. Evaluate performance
 3. Report to the funding authority on a regular basis
 4. Be the point of contact with the Department of Energy concerning the grant administration
 - 5.

12. Primary knowledge, skills and abilities required:

The work primarily involves organizing all work related the EECBG grant that the City of Madison will receive. Organizational skills at all levels are essential. The ability to communicate both verbally and in written form is a necessity. The ability to successfully interact with a wide range of the public including: division staff, individuals in the community, private non-profit service providers, businesses, other city divisions/departments, elected local officials, federal officials and various grant related organizations. Knowledge of the Madison community is desired. Knowledge of the business community is desired. Knowledge of the private non-profits in Madison is desired. The ability to market the program internally and externally is needed. Awareness of issues related to energy efficiency and conservation is desired. Knowledge of how issues of energy/environment are related to employment is desired. This is a professional position within the Division of Community Development.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

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.

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

DATE: June 16, 2009

SUBJECT: Community Development Grants Administrator 1 LTE

The Community Development Division has requested the creation of a Limited Term position to administer grant money related to the Energy Efficiency Conservation Block Grant. After reviewing the position description, I have concluded that this position should be created as a Grants Administrator 1-LTE. The position description (See attached) indicates primary responsibility for monitoring, evaluating, and developing policies and procedures, relating to the Energy Efficiency Conservation Block Grant. The incumbent will be responsible for tracking expenditures relating to the grant, developing policies and procedures relating to disbursement of the grant dollars, overseeing the performance of those receiving the grant dollars, coordinating the grant activity with various City departments, and all reporting activity relative to the grant. These duties and responsibilities fall within the Grants Administrator 1 classification. It is anticipated that the position will last for approximately 2 years and be funded through grant dollars.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/06	48,225	56,781	63,596

cc: Bill Clingan-Community Development Division Director