

City of Dunedin, Florida
Class Description

JOB TITLE: Grant Program Specialist
City Manager's Office
Strategy & Sustainability Division

GENERAL STATEMENT OF JOB

Under general supervision, identifies, defines and develops funding sources to support existing and planned program activities; leads the development, writing and submission of grant proposals to applicable funding agencies; as well as managing or working with departments on grant administration for all departments of the City of Dunedin. Reports to the Strategy & Sustainability Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent (s) of any particular position.

SCOPE OF POSITION:

Establishes, coordinates, and implements the City's grant activities related to analysis of needs, identification of grant opportunities, determination of eligibility criteria, drafting/submitting proposals to apply for financial grants from government departments, foundations, and other agencies and establishing a process for grant management for the life-cycle of the grant, ensuring compliance, reporting and data analysis.

Receives referrals and requests from the City Manager's office in collaboration with Departments to research and prepare proposals for funding of projects and further, identifies funding sources, previous studies, analyzes needs/benefits, and reviews eligibility requirements to determine overall feasibility.

Assesses funding priorities, and plans, organizes, and details the potential proposal scope (purpose, activities, timetables, and cost information of grants).

Establishes the design/description of the project/program purpose to include activities, costs, preparation, and finally, submission of proposal documents.

Collaborates with City departments and acts as a liaison between the City and state/federal officials for grant approval and applications.

General:

Researches and understands the history, structure, objectives, programs and financial needs of the organization.

Researches and identifies new grant opportunities for grant funding for various departments within the city and the city's capital improvement programs.

Collects, analyzes, and reports data on the performance of funded and unfunded program activities.

Assists and supports various City departments in applying and submitting grant applications and proposals.

Generates proposals, narratives, applications and supporting documents in response to solicitations consistent with policies and procedures; submits grant proposals to applicable agencies for approval.

Oversees and tracks all grant milestones including, but not limited to, proposals in development, submitted proposals, issued/cancelled proposals, deliverable deadlines, and communication and awards.

Manages, coordinates and tracks grant schedules; maintains records and submits reports related to grant opportunities.

Serves as a liaison to all funding agencies and departments within the organization; maintains a positive relationship with fund providers and other stakeholders.

Ensures compliance with state and federal regulations related to all grant processes.

Conducts meetings/interviews with relevant parties regarding grant opportunities.

Responds to internal and external queries on drafted and submitted proposals.

Completes and/or facilitates the completion of grant reports; and assists in resolving issues and conflicts with federal, state, and other funding agencies.

Prepares grant audits.

Ensures quality, accuracy, and completeness of all submitted grant proposals and ensures grant opportunities are well researched, well-written, well-documented, with a well-developed budget.

Develops and maintains a master file of pending, existing, and past grants, and contracts.

Attends and participates in seminars to stay abreast of new trends and developments in the field of governmental grant writing, administration, and reporting.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs other related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree in English, Communications, Creative Writing, Public/Business Administration, or a related field, supplemented by a minimum of three years of grant writing experience.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Public sector or government experience is preferred.

Excellent knowledge and understanding of grant preparation, proposal submission, and fundraising process, adhering to state and federal regulations.

Computer proficiency and technical aptitude with the ability to utilize MS Word, Excel, Power Point, and other various Windows or web-based applications.

SPECIAL REQUIREMENTS

Requires a valid Florida driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to remain onsite/ available as scheduled during times of emergency as declared by the City/County Commission or City Manager, or report for duty immediately following an emergency event.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Grant Program Specialist. Work requires flexibility, and the ability to handle difficult situations with tact and professionalism. Knowledge of business and administrative practices and computer applications relating to the City Manager's office. Ability to make decisions in accordance with rules, regulations or policy and apply these to work problems, relieving City Manager and Deputy City Manager of detail. Is skilled in applying a significant attention to detail in coordinating multiple projects simultaneously as well as preparing reports and correspondence. Must possess a high level of integrity, and is able to maintain confidentiality as required. Has the ability to plan, organize and prioritize daily

assignments and work activities. Must have the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to research, compile and present data in an article and understandable format. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Knows how to perform duties in a courteous manner and with the utmost integrity in the best interests of the city and the public. Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Ability to establish and maintain effective working relationships with city officials, department heads, city employees, representatives of other governmental organizations, officials and the general public. Is able to offer assistance to fellow employees as needed.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment, calculator, telephone. Has knowledge of and skill in the use of modern office practices and equipment.

Verbal Aptitude: Has knowledge of proper English usage, vocabulary, punctuation and spelling. Requires the ability to use a variety of reference and descriptive data and information. Must be able to communicate in an articulate and effective manner; requires the ability to speak, write and understand the English language.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in various forms. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to use independent judgment in performing routine and non-routine tasks.

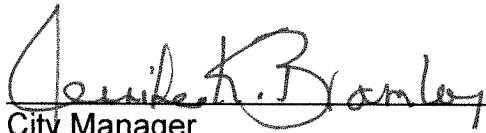
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive computer screen exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


City Manager

8/30/24
Date