

CITY OF FORT PIERCE

JOB OPENING/PROMOTIONAL OPPORTUNITY

JOB TITLE: GRANT COORDINATOR

PAY RANGE: 62

DEPARTMENT: POLICE

ANNUAL SALARY: \$39,790.40 - \$73,881.60

POSITION(S): 1

HOURLY SALARY: \$19.13 - \$35.52

GENERAL DESCRIPTION:

This is a responsible technical position monitoring the Police Department's progress on various active grants and ensuring compliance with the granting agency. This position will manage grant agreements from execution to closure, interfacing with all City Departments and Criminal Justice Partners to ensure that grant-related projects meet reporting requirements and are accurately documented. This person will report to the Chief of Police or designee, and will be required to work closely with representatives from all departments of the City to ensure that projects are being completed in compliance with Federal, State, and Local requirements.

ESSENTIAL JOB FUNCTIONS:

1. Establishes and maintains complete files on all grants and cooperative agreements entered into by the Police Department.
2. Reviews all grants agreements, grant-related contracts, bid documents and requests for proposal. Coordinates review by Chief of Police, City Attorney, Finance, Purchasing, Risk Management, and others as required.
3. Places contract and grant items on City Commission agendas within prescribed procedures and deadlines; coordinates execution and transmittal of documents.
4. Coordinates and facilitates grant initiatives involving multiple departments and criminal justice partners.
5. Monitors and analyzes Police Department's progress on established grant agreements and ensures compliance with applicable Federal, State, and local requirements
6. Acts as liaison between granting agencies; Federal, State and Local, along with City Departments to ensure timely management of reporting requirements; prepares documents for release of funds.
7. Coordinates (grant-related) audits with external auditors; prepares budget analysis and reports and monitors budget expenditures.
8. Periodically researches and reviews grant RFA's and RFP's in the private, federal, state, and local funding arenas to locate potential funding opportunities for the Police Department.
9. Attends grant seminars, conferences, and technical trainings associated with the Police Department's grant and contract awards.
10. Uses the detailed budgets provided in the grant/contract award documentation to establish grant accounts with the city's Finance personnel, and maintains all grant related budgets within the award period.
11. Performs periodic site inspections on projects utilizing grant funds to ensure the benchmarks are being met.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Knowledge of good English grammar, spelling and punctuation, in order to prepare and compose letters, publications, and press releases
- Knowledge of Police Department policies and procedures.
- Ability to use such systems as computers and communication networks.
- Ability to communicate using speaking, hearing, and visual skills.
- Ability to learn and apply professional problem solving techniques.
- Ability to maintain records and distribute information in an orderly manner.
- Ability to comprehend and analyze legal documents.
- Ability to track and follow through on extended projects.
- Ability to establish and maintain good working relationships with other City departments.
- Knowledge of grant sources and procedures for their attainment.
- Knowledge of federal and state laws relating to application and implementation of grants.
- Knowledge of financial planning within the framework of various grants.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with major course work in business administration, public administration, or related field; and two years' experience in grants, financial management.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- A valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Light to moderate (15 – 30 lbs.) lifting and carrying.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.
- Works inside an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY VIA FAX, EMAIL, OR IN PERSON AT THE HUMAN RESOURCES DEPARTMENT AT 100 NORTH US 1, FORT PIERCE, FLORIDA, OR YOU MAY DOWNLOAD AN APPLICATION FROM THE CITY'S WEBSITE cityoffortpierce.com ON OR BEFORE THE CLOSING DATE.

Opening Date: August 29, 2016

Closing Date: Until Filled

THE CITY OF FORT PIERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER