

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Grant Writer	Department : Finance	
Reports to:	Administrative Services Director	FLSA Classification : Non-Exempt	
Career Ladder:	Grants Manager	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to be responsible for comprehensive completion of grant application process, to include; matching proposal to specified City needs, completing grant applications, preparing budget and evaluation components, submitting applications in a timely manner, coordinating and/or assisting in negotiations with funding agencies

CLASS CHARACTERISTICS:

This single position class is responsible for all activities throughout the City related to the broad function of Grant writing.

ESSENTIAL RESPONSIBILITIES:

Identify and research competitive funding opportunities that relate to City needs. Disseminate City needs by working closely with department heads

Track deadlines of all City grants and seek continuation of funding for current programs that are expiring

Develop and maintain contacts with local, state, and federal funding agencies

Assist in providing information to interested departments of grant sources

Ability to collaborate with community organizations, city officials, non-profit agencies and other institutions in completing grant proposals

Assist in the development of timetables, meetings, proposal verbiage, and deadlines to expedite timely grant submission

Assist in the collection of data and development of evaluation criteria to measure grant program effectiveness

Write and edit grant proposals or components of grant proposals. Provide technical assistance to other proposal writers as appropriate

Work with the appropriate personnel to expedite internal processing of proposals (paperwork, signatures, etc.)

Present the proposal in a manner that will maximize the chance of a funding award

Attend meetings with officials of funding agencies to receive information and training in the areas of grant procurement and development as deemed necessary by the Administrative Services Director

Review the Federal Register, California Register, professional journals, and other publications for the announcement of grants and other funding sources and disseminate to department heads

Review guidelines for eligibility requirements, disseminate information, and explain grant restrictions, regulations, priorities, and deadlines to management

Comply with policies established by federal and state law; lead the activities of a grant/loan program that supports capital improvement projects for Public Works, Community Housing and other grant eligibility programs for the City

Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant/loan requirements

Provide timely advice and information on funding opportunities, requirements and procedures; collaborates in defining and implementing project funding strategies.

Liaison between the city and outside funding agencies and groups; participates in meetings and discussions in which decisions affecting city projects are made.

Serve as a resource to the departments of the city on state and federal funding programs; provide information, research, analysis, written reports and recommendations as needed.

Coordinate and plan funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.

Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects.

MINIMUM QUALIFICATIONS:

Knowledge of – Grant application process and writing of applications; Knowledge of various grant programs available to city government; Knowledge of loan documents to track the disposition of funding with project managers and funding agencies

Skilled in - Excellent organization skills; excellent interpersonal skills

Ability to - Ability to work under pressure to meet deadlines for grant opportunities; Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant/loan applications; Ability to research grant opportunities available; Ability to work flexible hours for research; Ability to travel when required for research and training; Ability to participate as a team player to coordinate grant projects; Ability to develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements; Ability to read, interpret and apply laws, rules and regulations; Ability to plan, prioritize and coordinate multiple projects; Ability to gather, analyze, and evaluate a variety of data; Ability to interact with various departments of the City.

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License may be required

Physical Abilities and Work Environment – – The employee must be able to sit for lengthy periods of time in an indoor office environment. Must possess the manual dexterity to use keyboard equipment for lengthy periods of time. Must be able to lift up to 10 lbs and work under time pressures.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – A minimum of three years of successful grant writing experience in a public agency or appropriate setting.

Education - BA Degree in English or related field desired.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date