

# Grants Administrator (Open Positions: 1)

Closes On: July 28, 2022 at 05:00 PM PST

**Location:** Finance, Apache Junction, AZ

**Department:** Finance

**Job Status:** Full-Time

**Shift:** 7:00 AM - 6:00 PM

**Days Worked:** Mon., Tue., Wed., Thu.

**Rate of Pay:** \$55,473 - \$58,281

**Position Type:** External

**Details:** Position is open until filled with a first review July 14, 2022.

Apply at: [Apply Here](#)

## Job Description

Provides complete grant administration, which includes researching grants, developing grant applications, submissions, oversight of post-award compliance, and related grant activities. Assists City departments and the Water District with grant related activities.

## Job Responsibilities

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Write, review and edit grant applications ensuring compliance with federal, state and local laws and regulations.

Provide technical assistance and guidance to all departments in grant proposal preparation; program development, research and grant-funding opportunities.

Establishes procedures and controls for acquiring and implementing grant funding; ensure compliance with procedures and controls; monitor spending to ensure contract compliance and departmental accountability.

Act as resource to others for requirements of federal, state and other grant funding sources; conduct grant workshops and training.

Implement systems/process for gathering statistics and creates reports as needed for management and grantors.

May administer special grant related projects such as Community Development and Block Grant (CDBG), State Special Project (SSP), State Housing Funds (SHF), HOME grants, and the City's Civil Rights compliance effort.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

### **Other Information/License, Certifications, Etc**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

### **Knowledge, Skills and Abilities**

#### **KNOWLEDGE AND SKILLS - Demonstrated Knowledge of:**

City, State, Federal and Department laws, procedures, policies and guidelines; City codes and ordinances; Arizona Revised Statutes; Housing Rehabilitation guidelines.

Grant funding resources and information/research sources; grant management and compliance techniques.

Principles and practices of effective project management, problem solving and conflict negotiation.

Civil Rights laws as they pertain to program accessibility.

**Skill in:**

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Applying the principles and techniques of grant writing.

Assessing and prioritizing multiple tasks, projects and demands to meet deadlines; presenting a professional demeanor while working in stressful situations; problem solving; project management.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; functioning standard office equipment.

**Minimum Qualifications**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree and three (3) years paid fulltime experience in program management, one (1) year of which included grant writing, administration, or coordination; OR an equivalent combination of education and experience, OR, an equivalent combination of education and experience.

**Physical Demands and Working Environment**

Work is performed in a standard office environment with some outdoor work. Requires frequent standing, walking, bending, stooping, sitting and frequent operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Operation of a vehicle is required.