

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Grant Administrator	Department:	Controller's Office
Requisition Number:	2024305		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$\$73,671.78- \$85,000 Annually
Date Posted Up:	12/26/2024	Date Posted Down:	Until Filled
Time Up:	12:00pm	Time Down:	

SUMMARY

Under the direction of the Deputy Controller, the Grants Administrator manages the City's grant activities, including seeking, securing, and overseeing grants. Responsibilities include creating strategies to boost funding from federal, state, and private sources, ensuring compliance with grant requirements, and increasing sub-granting to community organizations.

The role requires knowledge of financial and grant processes, as well as state and federal grant regulations. Collaboration with grant administrators, program managers, finance staff, and external partners is essential to maintain compliance. The incumbent must exercise sound judgment, independence, initiative, and professional expertise in daily operations while adhering to City policies and federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Responsibilities:

- Interact with the public, City departments, and outside agencies with patience, tact, respect, and professionalism.
- Has primary responsibility for managing work to increase City's grant acquisition and development, grant compliance and sub-grant management;
- Coordinates grant opportunities of all City departments and tracks the progress of all City grants;
- Collaborates with departmental staff to develop high-quality project design and grant proposal applications, ensuring alignment with funding agency guidelines.
- Leads development, analysis and implementation of City's grant policies, procedures, and plans for grants in alignment with strategic goals and demonstrated needs;
- Leads implementation and ongoing management of grant management software for all City departments;
- Collaborates with department grant management professionals;
- Remain informed about legislative developments, policy trends and social issues relevant to the City's grant goals and strategies;

Grant Identification and Assessment:

- Works with Deputy Mayor, Deputy Controller and division leaders to create funding and programmatic goals;
- Provide timely advice, information, and technical assistance on funding opportunities, requirements and procedures;
- Ensure that ongoing projects are on target related to goals, and that progress reports are provided on a regular basis to the Mayor, Deputy Mayor, City Controller, and others as directed;

Budgeting and Financial Management:

- Assist departments in preparing grant budgets;
- Oversee City's indirect cost strategies, including acquisition of indirect cost rate with federal cognizant agencies;
- Monitor financial and progress reports for all active grants;

Grant Implementation and Evaluation:

- Understand the funding sources to ensure regulatory and policy rules are followed, and correct documentation is completed in accordance with the rules and regulations
- Interacts with federal, state, and local agencies to ensure that grant projects comply with program guidelines for expenditure, funding, and accountability.
- Oversee and monitor the compliance of reporting deadlines to ensure that reports are submitted in a timely manner;
- Implement data collection, equity assessments and evaluation processes to assess the impact of grant funded initiatives;

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved. The incumbent must adhere to principles of accountability and transparency in managing the City's grant administration practices.

SUPERVISORY RESPONSIBILITIES

This role has no direct supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.S.) or equivalent from an accredited college or university in finance, business administration, public administration, economics, or other related field; Minimum of three (3) years of relative experience required; or equivalent combination of education, training and/or experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana driver's license if City vehicle is used.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Excellent communication (verbal and written) and interpersonal skills;
- Ability to establish and maintain cooperative working relationships with employees, officials, other agencies and the general public;
- Knowledge of the organization, functions and activities of the various sectors of the City, and those of other governmental agencies;
- Proficiency in Microsoft Office software, including Word and Excel;
- Knowledge of grant processes and practices;
- Knowledge of grant tracking software, eCivis experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents and regulations. Ability to write effective grant applications, reports and compliance guidance. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to compute rates, ratios and percentages. Ability to draw and interpret graphs. Ability to discern and use appropriate statistical methodology practices for data collection, interpretation and evidence-based evaluation.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions furnished in written, oral, mathematical, diagram, or schedule form. Ability to deal with several abstract and concrete variables. Ability to discern and evaluate strength of evidence for practices, programs and projects.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and reach with hands or arms. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

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