

**CITY OF WEST COLUMBIA, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: GRANTS ADMINISTRATOR**  
Est. March 2016

**GENERAL DESCRIPTION OF DUTIES**

Under limited supervision, responsible for city-wide grant management. Engages in procurement of grant awards to fund city projects. Oversees the financial and recordkeeping of the grant-making process and proper completion of grant-related documentation for all grant funds received. Ensures departments engage in accurate grant accounting and tracking of grant activities. Ensures accurate financial reporting and procedural compliance on all grants. Reports to the Deputy City Administrator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Administers the grant-making process for all city departments; develops grant policies and procedures.

Oversees the preparation of grant documentation; ensures grants are processed within established federal, state and local agency policies and regulations; maintains all grant agreements and MOUs pertaining to grant awards; prepares letters and documents for extensions of existing grants and requirements for additional funds.

Develops resources, researches funding sources, and writes grant proposals for various city projects; assists departments in writing grant proposals.

Compiles and reviews grant proposals for appropriate budgetary requirements.

Monitors daily grant project activities, oversees the implementation of awarded grant budgets in the accounting system; reviews and modifies grant program and procedures as needed.

Maintains current information of grant policies and programs; reviews literature dealing with funds available through grants to assist in determining feasibility of developing programs to supplement local annual fund allocations; researches grant funding through Office of Management and Budget (OMB) circulars.

Administers the city's state and local tax program; reviews state and local tax applications for procedural compliance; provides guidance and support to the A-Tax committee members.

Serves as city liaison with grant sources.

Assists with review of city contracts for compliance with federal, state and agency grant policies.

Performs special grant assignments, research and grant preparation.

Prepares reports as needed; monthly , quarterly, etc.

Serves on various city committees as needed.

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### ADDITIONAL JOB FUNCTIONS

Provides miscellaneous support to internal and external customers.

Performs related duties as required.

### MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited four-year college or university in accounting, finance, business, public administration, information technology, or a closely related field. Five years of progressively responsible grants administration work, preferably with local government experience; or any equivalent combination of education, training, and experience which provides the required skills, knowledge and abilities. Must possess a valid driver's license.

### PERFORMANCE APTITUDES

**Data Utilization**: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction**: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of office equipment, electronic devices, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a variety of advisory data and information, such as accounting procedures, manuals, financial statements, chart of accounts, employee manual, insurance policies, and software instructions.

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

**Functional Reasoning**: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

### ADA COMPLIANCE

**Physical Ability**: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of a minimum weight of 40 pounds. While performing the duties of this position, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk and must occasionally lift and move weights up to 25 pounds

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**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors and sounds. Some tasks require visual perception and discrimination, as well as oral communications ability. Some tasks require specific vision abilities including close vision and the ability to adjust focus.

**Dexterity:** Requires the ability to perform coordinated movements involving placing and turning motions.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances. The noise level usually is quiet.

## PERFORMANCE INDICATORS

**Knowledge of Work:** Has expert knowledge of grants administration and procurement of grant funding. Has thorough knowledge of the policies, procedures and activities of the department as they relate to the duties and responsibilities of the position. Has the knowledge, ability, and mathematical skills required to perform duties relative to maintaining and reconciling grant awards and handling funds received. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has considerable knowledge of computers and software and electronic data processing. Has a thorough knowledge of general office procedures, basic bookkeeping practices, modern office practices and procedures. Has thorough knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Is able to apply common sense understanding to perform tasks and use independent judgment in routine and non-routine situations. Has the ability to prepare and maintain various reports and records as required by the department. Is capable of working under a degree of stress related to duties that require constant attention and/or involve tight deadlines. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom the position interacts. Clearly understands occupational hazards and safety precautions required to perform essential work functions. Must also be extremely organized and able to work with limited resources. Able to manage multiple ongoing projects and provide reports and presentations as necessary. Must have excellent writing and presentation skills.

**Quality of Work:** Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with which position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

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**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

**Cooperation:** Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc.. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.

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