

GRANT COORDINATOR I

NATURE OF WORK

This is professional work assisting in the administration of federal, state and local grant funds for department functions. This is a temporary, classified position covering the period of the grant.

Work involves assisting departmental personnel in any one of several areas, and may include data gathering, preparing reports, assisting in research and analysis, and assisting in monitoring the goals and objectives of the grant. Work is reviewed by an administrative, a professional, or a technical superior through conferences, written reports, and results achieved. An employee is assigned to this classification only for the time specified by the grant. Once the funding ends, the employee will be subject to separation from City service.

EXAMPLES OF WORK PERFORMED

Conducts research and investigative work in the field to which assigned.

Compiles and calculates statistical data for the preparation of reports.

Designs and develops programs to meet grant specifications and departmental needs.

Monitors work progress to ensure that the goals and objectives of the grant are met.

Recommends policies and procedures necessary for the implementation of programs.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the fundamental principles and practices of the area to which assigned.

Knowledge of research and data gathering techniques.

Knowledge of managerial and administrative policies and procedures.

Ability to analyze, interpret, and submit oral and written reports.

Ability to communicate effectively orally and in writing.

Ability to work directly from oral or written instructions.

Ability to establish and maintain effective working relationships with co-workers and municipal officials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by college-level course work in business or public administration, or course work directly related to the purpose of the grant, and some experience directly related to the purpose of the grant or experience in some administrative capacity.

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