

City of Fernandina Beach  
Job Description

DUM

City Manager Signature

9/20/18

Date

Title: Grants Administrator  
Department: City Manager's Office  
FLSA Status: Exempt  
Reports to: City Manager  
Pay Grade: 137

**Minimum Qualifications**

- A. Education and Experience:  
Bachelor's Degree in Business or Public Administration or related field with three to five (3-5) years experience with a city and/or county in a grants administration position required. Demonstrated experience with writing, preparation and administration of multiple grants that have been successfully awarded. Proficiency in Microsoft Office Suite required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:  
None.
- C. Knowledge, Abilities, and Skills:  
Must possess excellent oral and written communication skills; excellent interpersonal skills. Skill/ability to develop creative, practical, and cost effective approaches or solutions to challenging or complex projects, programs, or problems.

**General Description**

Professional work in researching grant opportunities, writing grants, coordinating and monitoring grant evaluation and award processes and related programs and services. May be required to administer or manage developed program. Position requires considerable latitude for discretion and the exercise of professional judgment with emphasis on analysis and evaluation of financial and accounting activities of the City. The position requires communication and cooperation with all levels of local, state and federal government offices, departments and agencies.

**Essential Functions**

1. Researches all available grant opportunities for the City.
2. Works with appropriate staff and Directors to prepare grant applications, process grant award, track compliance, and assist with final report.
3. Plans and coordinates activities and personnel related to city grant services, programs, and activities in accordance with all applicable laws, rules, regulations and directions from local and state offices.
4. Confers with City staff, citizen groups and committees to develop awareness of the grant programs, and formulates new program recommendations.
5. Serves on committees related to job function and represents the City Manager at meetings.

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6. Prepares grant award agreements with recipient agencies and monitors compliance with grant provisions.
7. Initiates and writes grant guidelines, develops policies and procedures for implementation of guidelines.
8. Ensures timely receipt of funds for grant revenues and timely payment of grant awards.
9. Establishes and maintains an inventory and monitoring system for the tracking of grants awards payments and revenues.
10. Evaluates compliance with grant requirements.
11. Accounts for all funds raised and spent.
12. Prepares and presents written/oral reports, presentations, and recommendations.
13. Prepares and monitors grant program budgets.
14. Responds to inquiries for information regarding grant programs.
15. Assists the City Manager when needed in creating, administering, or managing special projects or programs.
16. Prepares and submits periodic reports to the City Manager regarding the department's activities; prepares a variety of other reports as appropriate.
17. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation and consulting with advisors. Advises City Manager of actions and potential risks.
18. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
19. Attends and participates in administrative meetings as required.
20. Performs other duties as assigned.

**Essential Physical Skills**

Acceptable eyesight and hearing (with/without correction), ability to communicate (orally and in writing). Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions**

Works inside in an office environment.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written).