

City of Fort Worth, Texas Job Description

Classification Title	Grants Manager		
Job Code:	MG1351	Job Family:	Management
Pay Grade	611	Date Reviewed:	07/11/15
FLSA Status	Exempt	Date Revised:	04/18/2018

GENERAL SUMMARY

Supervises and coordinates assigned program activities and operations for grants management. Coordinate contract/grant fund acquisition or compliance activities with other divisions, outside agencies and the general public; pursues the submission of federal, state and private grant application; and provides complex staff assistance to the higher level management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of delivery methods and procedures; and works with employees on the continuous improvement provided services.
3. Coordinates small to complex projects in support of the Office of Emergency Management, Fire Department or other response partner agencies. Sets project goals, scope of work, budget and sign off; and engages different functional groups to execute project tasks.
4. Maintains asset management system. Inventories assets; updates database; and disposes of assets.
5. Coordinates and support the submission of grant applications through application, award and closeout.
6. Coordinates contract/grant fund acquisition or compliance activities with other divisions, outside agencies and the general public.
7. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.

8. Provides staff assistance to higher level management staff; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
11. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of a contract or grant fund compliance program.
 - Modern and complex principles and practices of contractual agreement law.
 - Methods and techniques of monitoring contract and grant fund compliance.
 - Methods and techniques of analyzing and evaluating contracted services.
 - Fund accounting and auditing procedures.
 - City's purchasing policies, procedures, rules and regulations.
 - Principles of report preparation.
 - Methods and techniques of conducting research.
 - Principles of municipal budget preparation and control.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Federal, state or local rules, regulations and guidelines relating to assigned program.
 - Principles and practices of finance and accounting.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - Federal, state or city grant programs available in assigned area.
 - Emergency management laws, regulations and authorities.
 - Principles of emergency planning and disaster response.
- **Skill in:**
 - Interpersonal relations.
 - Organization and time management.
 - Computers and applicable software.
 - Problem solving, decision making, critical thinking, and Conflict resolution.
 - Public speaking.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.

- Recommend and implement goals and objectives for providing effective contract compliance services.
- Develop and evaluate a program budget.
- Interpret and explain City contract compliance policies and procedures.
- Analyze, evaluate and monitor grant fund contracts to ensure compliance with issuing agency rules and regulations.
- Analyze, interpret and report on financial, audit and budget documents.
- Research, collect, analyze and interpret data.
- Research, write and edit applications for grants and Mayor and Council Communications.
- Prepare clear and concise reports.
- Lead in stressful or emergency situations.
- Represent the City on local, county, regional and state committees, as assigned.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field and five years of responsible experience preparing or monitoring federal grants, federally funded community programs or contract management, including one year of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.