City of Fort Worth, Texas
Job Description

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Senior Grants Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PR2381</td>
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<tr>
<td>Job Family:</td>
<td>Professional</td>
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<tr>
<td>Pay Grade</td>
<td>610</td>
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<td>Date Created:</td>
<td>08/22/15</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
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GENERAL SUMMARY

Leads, implements and audits grant funding for the Police Department. Provides oversight, management and guidance to local law enforcement agency sub-recipients; provides support to Crime Control and Prevention District Board; assists with process improvements; and identifies, obtains and manages grant funding.

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. Provides grant implementation and oversight. Monitors and approves grant funded expenditures, including request requisitions, purchase orders and invoices; monitors and reconciles grant accounts; and creates or reviews grant required performance reports.

3. Trains and provides guidance to grant staff; interprets and communicates grant guidelines; ensures financial and performance reports are submitted by deadline; and ensures grants are implemented in compliance with city policy and state and federal regulations.

4. Coordinates meetings with City departments and outside agencies; serves as liaison between police field personnel and City Purchasing Department with grant funded items; and serves as liaison with other City departments and outside agencies to negotiate and resolve grant issues.

5. Interprets and communicates grant guidelines and regulations to members of the grants team; evaluates grant solicitations and completes application for the City of Fort Worth and sub recipients.

6. Acts as member of Police Department’s Budget Committee. Reviews and evaluates personnel, equipment and facility requests; participates in the preparation of the annual budget; evaluates approved needs assessment rankings and determines possible grant funding source; provides updates to City Budget staff on current grant awards; and assists with annual contract projections process.
7. Acts as CCPD Board Liaison for Community Based Programs. Prepares annual Request for Proposal; reviews submitted proposals to ensure eligibility; coordinates and facilitates Scoring Committee process; prepares staff reports and other correspondence; delivers presentations; conducts annual site visits; drafts contracts and routes to law department; and assists staff in monitoring community-based funding programs to ensure performance measures and expenditures are accurately reported.

8. Receives requests for reimbursement from outside agencies; reviews and ensures accuracy within contract budget; and develops and improves techniques, policies and procedures to monitor contract or grant fund compliance.

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.

**KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices of grant funding agencies.
  - Principles and practices of finance and accounting.
  - Police Department’s General Orders.
  - Meet and Confer policy.
  - OMB Circulars.
  - Basic principles of contractual agreement law.
  - Methods and techniques of monitoring contract compliance.
  - Methods and techniques of analyzing and evaluating impact of 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.
  - Methods and techniques of developing and writing grant proposals.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Pertinent Federal, State and local laws, codes and regulations

- **Skill in:**
  - Organization and time management.
  - Basic mathematics.
  - Computers and applicable software.

- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Analyze, evaluate and monitor contracts to ensure compliance with rules and regulations.
➤ Analyze and assess effectiveness of training programs being conducted under federally funded grant programs.
➤ Audit and assess contractor compliance with requirements.
➤ Analyze, interpret and report on financial, audit or budget documents.
➤ Research, collect, analyze and interpret data.
➤ Prepare written recommendations and reports.
➤ Interpret and explain program goals and objectives.
➤ Operate office equipment including computers and supporting word processing and spreadsheet applications.
➤ Establish and maintain effective working relationships.

**MINIMUM JOB REQUIREMENTS**

Bachelor’s degree in public administration, business administration, finance or a related field and three years of experience preparing and monitoring federal grants or federally funded community programs.

**OTHER REQUIREMENTS**

Valid Texas driver's license.

**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.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.