

CITY OF FONTANA GRANTS COORDINATOR

DEFINITION: Under general direction, plans, organizes, facilitates, and promotes the grant management activities of the City. Provides guidance and support to City departments, schools, businesses and other non-profit organizations in the identification and development of grant opportunities.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Research and identify potential federal, state, regional and local funding sources for City projects and programs.
- Work effectively with the City's community wide foundation.
- Work directly with all development/service departments to keep abreast of current and future projects/programs that may require grant funding.
- Lead the City's Grant Team to ensure continued cooperation between departments to ensure information and skills necessary to maximize grant funding.
- Cultivate co-partnerships in the community with schools, faith based groups, businesses and other non-profit organizations relating to obtaining grant funding.
- Oversee the planning, preparation and administration of grant proposals, to include guidance and assistance in grant application development, budget preparation and interpretation of funding agency regulations and requirements.
- Review grant proposals for compliance with policies, regulations, procedures, and facilitates documentation requirements.
- Develop and maintain specialized databases and systems for records and tracking grant proposals, awards, and related statistical information; creates and distributes standard and specials reports, studies, summaries and analyses as required.
- Develop and foster relationships and collaboration with representatives from funding agencies.
- Develop processes, procedures and policies to address specific grant objectives and meet strict deadlines.
- Develop training programs to assist City staff in grant research and administration.
- Effectively market the City's grant success with vehicles such as newspapers, KFON, eCivis, etc.
- Develop measurable goals and objectives, set priorities and evaluate effectiveness of grant funding.
- Serves as liaison between the City and funding agencies on various issues pertaining to proposals, awards and/or budgets.
- Analyze, summarize and present administrative and technical information and data in an effective manner.
- Effectively disseminate and present information to the City Council, City Departments, boards and commissions and members of the general public.
- Prepare, analyze and monitor grant budgets.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires frequent standing and walking; sitting for extended periods; normal manual dexterity and hand/eye coordination; near and far vision in reading written reports and other work-related documents. Acute hearing is required when providing telephone and customer service.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have the knowledge of:

- Federal, state and local grant funding sources and opportunities.
- Rules and regulations of grant and contract administration.
- Budgeting and fiscal management principles, procedures and standards.
- Database management
- Modern office procedures, methods and computer hardware and software.
- Effective research methods and techniques.
- Business writing and report preparation.

EXPERIENCE: Three (3) years of experience in grant administration, technical writing and or contract administration which included budget preparation.

TRAINING: Equivalent to the completion of the 12th grade or GED supplemented by college level coursework in public administration, grant writing and administration or a closely related field. A Bachelor's Degree is preferred.

LICENSES/CERTIFICATION: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.