

**POSITION TITLE: GRANTS ADMINISTRATOR**

**DEPARTMENT: GRANTS**

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Municipal Administrator

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Housing Specialist; Secretary/Administrative  
Secretary

**DIRECT:** 2

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for locating and securing funding for projects which improve conditions in the City and benefit the citizens; to administer and monitor all aspects of the grant funding, ensuring compliance with all applicable state, federal, and local funding regulations and laws.

**JOB RESPONSIBILITIES**

Supervises staff

Administers grant programs: CDBG, ODOT, CHIP, business RLF, housing RLF, Fair Housing, and others

Monitors programs' budgets, compliance, progress

Prepares required reports for all grants and applications

Prepares budget for the Grants Office and administers it

Reads, interprets and communicates State and Federal regulations

Develops promotional and informational material on programs

Makes presentations

Represents the City on assigned internal and external committees

Develops technical manuals, strategic plans, comprehensive analyses, and program evaluation summaries

Writes and maintains program policies and procedures to ensure regulatory compliance

Oversees the administration of the IDIS database

Secures transit, housing, and Community Development Funds and programming as needed for expansion and/or sustainability

Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel, and lift up to 10 pounds. Must be able to focus clearly at 20 inches or less.

<b>REQUIRED SKILL SETS</b>	
<p><b>Occupational/Technical Skills</b></p> <p>Understanding of all areas of City functions</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio driver's license and have the ability to drive in all weather conditions</p> <p>Knowledge and ability to comprehend all applicable laws, rules, regulations and/or policies and procedures related to CHIP, HUD, Fair Housing, the Ohio Department of Development, Ohio Department of Transportation, the Federal Transit Administration, and other similar, applicable funding sources. Must also have an understanding of the principles, theories, and practices of grants administration and transit management as well as those related to economic and community development</p> <p><b>Administrative Skills</b></p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p><b>Cognitive Skills</b></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to create and readily draw on a large pool of diverse sources of information</p>	<p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to apply financial principles and numerical techniques to management problems</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b>Communications Skills</b></p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p>Ability to develop complex reports and position papers</p> <p>Ability to speak effectively one-to-one</p> <p><b>Interpersonal Skills</b></p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p><b>Leadership Skills</b></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p> <p>Ability to facilitate professional growth</p> <p>Ability to plan, conduct, and participate in meetings in which collective resources of the group members are used efficiently</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is typically performed in an office setting; even though there is frequent contact with City citizens and the general public; the incumbent typically works alone, and is subject to pressure from deadlines. Must be able to work in close proximity to others. Irregular work schedules are common as are night and weekend meetings. Must be able to work weekends and holidays. <b>Must be able to work outdoors in all weather conditions and indoors in all temperatures.</b></p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>Four-year college degree; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.