ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Grant
Job Code: 7135
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to assist the Transportation Department in identifying and securing state and federal grants, to manage granted funds, and to ensure compliance with all grant requirements.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Identifies and solicits grants from government sources to support the transportation programs and projects: researches various sources to identify grant funding opportunities; determines availability of grant funding; secures and reviews funding source documents; researches specific goals, purposes, conditions, restrictions, and qualifications for eligibility of each grant opportunity; gathers cost estimates to develop proposed budgets; evaluates potential success of funding opportunities; and determines or recommends whether to apply for various grant programs.

Prepares grant applications and proposals: prepares grant applications in accordance regulations, policies, and procedures; interprets, explains, applies, and ensures compliance with guidelines of granting agents and with all applicable laws, ordinances, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations; and submits grant applications and quarterly and annual progress reports.

Prepares required documentation and contracts: develops Requests for Quote (RFQ) and Requests for Proposal (RFP); receives, reviews, and scores quotes and proposals; writes, revises, and amends contracts; ensures compliance with Consolidated Government procurement policies and procedures and grant requirements; and prepares and submits related documentation.

Monitors financial status of transportation-related grant awards: prepares and submits requests for reimbursements; monitors budget expenditures for grant compliance; prepares required financial reports and budget adjustments; maintains accurate and complete grant files; and performs grant related special projects and audits.

Monitors program and project activities to ensure compliance with state, and federal grant programs: reviews and monitors activity and progress reports; gathers, compiles, and maintains statistical, program, and project information; coordinates with state, federal, and other transportation funding agencies and City staff regarding program and project activities, data and information, grant compliance and other issues; prepares for and participates in compliance reviews and audits; and initiates action to correct deviations or violations.

Communicates with supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, financial and budget documentation, contracts, required reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Business Management, Finance, or a related field required; supplemented by three years of experience in grant administration and project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation

to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.