



Code: 2905
Family: Procurement
Service: Health and Welfare
Group: Medical and Social Service
Series: Human Relations

CLASS TITLE: COORDINATOR OF GRANTS MANAGEMENT

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates the administration of State and Federal grants for major programs in a city department, and performs related duties as required

ESSENTIAL DUTIES

- Completes and packages grant applications in order to fund new and existing departmental programs
- Meets with program managers to discuss fiscal and programmatic requirements of current and proposed program activities
- Participates in the revision of program budgets and the transfer of State and Federal grant monies to provide adequate funding for programs
- Monitors grants' adherence to established goals and objectives, timelines and evaluation components
- Develops internal procedures and processes to ensure effective grants administration and compliance activities
- Coordinates the collection of documentation required to ensure continued funding and/or the reimbursement of expenditures
- Prepares and submits grant status reports to funding sources
- Updates and maintains electronic and manual files of departmental grants records
- Gathers related documentation for the department's annual audit
- Provides technical assistance to delegate agencies on the status of pending grant applications
- May research related publications (e.g., grant announcements, not-for-profit periodicals, legislative reports) to identify funding opportunities

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a directly related field, plus two years of grants management work experience, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, etc.)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, etc.)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *grant administration policies, methods, practices, and procedures
- *applicable federal, state, local laws, regulations and guidelines
- *report preparation methods, practices, and procedures

Some knowledge of:

- contract administration and management practices
- *applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

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The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2014