

**CLASS TITLE: Director of Grants Management**

**CHARACTERISTICS OF THE CLASS:** Under direction, administers major government grants for a City department; and performs related duties as required.

**EXAMPLES OF DUTIES:** Coordinates the grant application phase, meets with program directors to discuss financial needs, and reviews programmatic and budgetary plans received from the directors; prepares the grant applications, writes narrative program plans in support of grant application, and completes the program budget; establishes procedures for the grant application and voucher process and trains subordinate staff in their use; supervises professional, paraprofessional and clerical staff who assist in the grant application and voucher process and assigns, reviews and evaluates their work; monitors expenditures to track the financial status of each account and prepares budget revisions when it is necessary to transfer funds between accounts; coordinates the subcontracting functions under the grant, reviews requests for proposals; and lends technical assistance to agencies as needed; oversees the preparation of fiscal reports; reviews legislation affecting the implementation of grants and informs staff and subcontractors of same; acts as a liaison between the funding source, other City agencies and the department on matters pertaining to grants administration.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration or a directly related field, supplemented by six years of progressively responsible work experience in grants administration, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of laws, regulations and procedures related to grants administration. Thorough knowledge of budgeting techniques and procedures.

Ability to prepare complex grant applications. Ability to develop program budgets. Ability to supervise subordinate staff.

Skill in preparing narrative program plans. Skill in monitoring expenditures and transferring funds where needed. Skill in reviewing subcontractor applications and proposals.

January, 1987