

## CITY OF FT. PIERCE

### JOB OPENING/PROMOTIONAL OPPORTUNITY

**JOB TITLE: REPORTING & GRANTS SPECIALIST**

**PAY GRADE:** 59

**HOURLY SALARY:** \$20.30 – \$36.54

**DEPARTMENT: FINANCE DEPARTMENT /  
GRANTS ADMINISTRATION DIVISION**

**ANNUAL SALARY:** \$42,224 – \$76,003.20

**POSITION (S):** 1

#### **GENERAL DESCRIPTION:**

This is a mid-level, technical staff, full-time position under the direction of the Grants Administration Division Manager. This position is responsible for the planning, administration and monitoring of the City's community development programs, including Community Development Block Grants (CDBG) State Housing Initiatives Partnership (SHIP) and other federal, state and local initiatives. This position will also be responsible for identifying and recommending other grant funding opportunities to benefit the City and will research, write, submit, monitor and administer federal, state local or other grant applications and grant awards.

#### **ESSENTIAL JOB FUNCTIONS:**

- Administers the City's Community Development Block Grant (CDBG) program; prepares and reviews applications for CDBG subawards, holds public meetings and hearings, oversees Communitywide Council (CWC) review of applications for subawards and various other CWC activities; assists in the presentation of CWC recommendations to City Commission; prepares press releases, public notice advertisements and environmental reports.
- Reviews CDBG regulations to recommend changes to existing policies and procedures and ensures compliance and consistency with current federal regulations.
- Develops, procures, evaluates and delivers required training and technical assistance to subrecipients on relevant CDBG regulations, processes and deadlines.
- Prepares annual/required program plans and reports, including 5-Year Consolidated Plans, Annual Action Plans, Fair Housing Reports, Consolidated Annual Performance Evaluation Reports, and other required reports according to the established program deadlines to the U.S. Department of Housing and Urban Development (HUD); reviews and updates the Citizen Participation Plan. Assists in the presentation of these plans to the City Commission.
- Conducts onsite-monitoring visits to grant sub-recipients and records activities to ensure compliance with federal and City regulations. Includes continuous review of the sub-recipient program for determination of eligibility according to program regulations.
- Monitors budgets and expenditures to ensure that sub-recipients are using funds according to grant mandates/outlines and ensures expenditures are in agreement with City policies.
- Sets up, maintains accounts in HUD's IDIS System and maintains files and records in accordance with HUD guidelines.
- Administers the SHIP program, including compliance and outreach. Tracks expenditures and revenues in various projects within the SHIP program budget. Determines eligibility of applicants according to SHIP guidelines.
- Prepares annual/required program plans and reports, including 3-Year Local Housing Assistance Plan (LHAP) and SHIP annual reports and other required reports according to the established program deadlines to the State of Florida Housing Finance Corporation.

- Maintains files and records in accordance with the State Housing Finance Corporation guidelines in relation to the SHIP program.
- Organizes, writes, and assists in the writing of grant applications on behalf of the City of Fort Pierce; coordinates the submission of grant applications, tracks submitted applications and receipt of grants; coordinates and/or prepares grant monitoring/financial reports for submission to grantors and/or other agencies, per individual grantee requirements.
- Provides technical assistance, responds to questions and/or other requests for information from grantors, community partners or sponsors, management, staff, and resolves issues associated with the application, administration, reporting or general requirement of all grants to maximize outcomes, including eligibility, compliance and reporting requirements.
- Identifies, secures and continuously improves overall knowledge and competence related to technical essentials of grant writing, application, compliance, reporting and continuous process improvement.
- Performs related duties, as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the Community Development Block Grant (CDBG) and State Housing Initiatives Partnership (SHIP) programs.
- Experience researching, writing, submitting, receiving, tracking and reporting grant applications and grant awards.
- Thorough knowledge of Windows computer applications and modern office practices, procedures, equipment and standard clerical techniques.
- Ability to:
  - Communicate effectively, both orally and in writing;
  - Perform detailed work involving written or numeric data;
  - Make mathematical calculations rapidly and accurately;
  - Exercise independent judgment and discretion when applying and interpreting policies and procedures;
  - Follow complex oral and written instructions;
  - Maintain effective working relationships with fellow employees, citizens, representatives from other agencies, often under complex and stressful situations.
  - Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service;
  - Attend trainings, meetings and/or seminars to represent the City and to keep current on new or revised funding and reporting practices;
  - Prepare and maintain complex records and files;
  - Perform with minimum amount of supervision;
  - Track and capture all costs relating to individual projects;
  - Complete work on schedule and meet all deadlines;
  - Prepare documentation and presentations for City Commission and various other meetings;
  - Work flexible schedule, as needed, to complete Division programs and projects; and
  - Perform other duties, as assigned.

**EDUCATION AND EXPERIENCE:**

- Graduation from accredited four-year college with a degree in a related field. Substantial time working grant writing, project management, Community Development Block Grant and State Housing Initiatives Partnership programs may be substituted for 4-year degree;
- Microsoft Office Suite; and
- Three (3) years' experience administering programs and projects.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

None

**ESSENTIAL PHYSICAL SKILLS:**

- Ability to lift and carry 15 lbs.
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Types at 65 words per minute
- Ability to enter data at a prescribed rate of speed
- Ability to access file cabinets for filing and retrieval of data
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to stand, pull, stoop, bend, reach

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

**IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY AT THE HUMAN RESOURCES DEPARTMENT AT 100 NORTH U S HWY #1, FORT PIERCE, FL., OR YOU MAY DOWNLOAD AN APPLICATION FROM THE CITY'S WEBSITE, [CITYOFFORTPIERCE.COM](http://CITYOFFORTPIERCE.COM), AND SUBMIT ON OR BEFORE THE CLOSING DATE.**

**OPENING DATE:**

**CLOSING DATE:**

**THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER**

2/10/03 hr

EEOC FUNC/CAT: JJ/FF (Non-Bargaining)