



## City of North Charleston

### Vacancy Notice

**Position:** Grants Coordinator

**Department:** Police

**Pay Rate** 119 (\$75,783 - \$115,661)

#### GENERAL STATEMENT OF POSITION

Under limited supervision, coordinates and facilitates City grant activities, including application preparation, administration and reporting to granting agencies. Supervises the work of assigned support staff. Performs related professional and administrative work as required. *\*Full Job Description Attached.*

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a Master's degree in public administration, grant administration, economic development or related field supplemented by two to three years of responsible experience in grants management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 1/24/2024

Deadline: 01/31/2024

Finisha I. Bennett, SHRM-SCP, MA, MJ  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>GRANTS COORDINATOR</b>	<b>Job Code:</b>	<b>507</b>
<b>Core Comp Group</b>	<b>ADMINISTRATIVE</b>	<b>FLSA:</b>	<b>EXEMPT</b>
<b>Pay Grade:</b>	<b>119</b>		
<b>Effective Date</b>	<b>01/23/2024</b>	<b>Revision A: Risk</b>	<b>LHM 01/23/2024</b>
<b>Revision B:</b>		<b>Revision C:</b>	
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>			
<b>Dept.</b>	<b>Police</b>	<b>Dept. #</b>	<b>401</b>
<b>Location:</b>	<b>City Hall</b>	<b>EM Status:</b>	
<b>Reports To:</b>	<b>Special Assistant to the Mayor</b>		

**Summary Objective**

Under limited supervision, coordinates and facilitates City grant activities, including application preparation, administration and reporting to granting agencies. Supervises the work of assigned support staff. Performs related professional and administrative work as required.

**Essential Functions**

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Plans, coordinates and supervises all aspects of City grants administration.
- Supervises assigned support staff; supervisory duties include instructing, planning and assigning work, reviewing work, maintaining standards, acting on employee problems, recommending the selection of staff, and recommending employee discipline and discharge as appropriate.
- Reviews the work of subordinates for completeness and accuracy; evaluates performance and makes recommendations for improvement; offers training, advice and assistance as needed.
- Researches and identifies potential grant funding from various local, state and federal agencies, and private organizations; establishes and maintains an effective working relationship with granting agencies.
- Provides technical advice and expertise in all phases of grant preparation and administration.
- Coordinates and facilitates grant application preparation.
- Develops organization and methodology for grant projects; determines data and techniques to be used.
- Meets with government officials and citizens to explain and discuss grant projects and plans.
- Develops and presents multi-media presentations to grantors and potential grantors.
- Compiles, analyzes and reports on grant program data, and prepares comprehensive reports on grant activities.
- Maintains all grant records, including a grant database.
- Ensures all grant reports are accurate, contain required information, and that included information balances with the City's financial records.
- Administers certain grant programs as assigned, which includes preparing grant applications, providing guidance to program / project employees, conducting planning and informational meetings, procuring payments for vendors / contractors and completing reimbursement reports.
- Works with accounting personnel to ensure the accurate budgeting of grant revenues, expenditures and matching funds; reviews revenues to ensure timely receipting and reporting; prepares end-of-year journal entries.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

GRANTS COORDINATOR

- Prepares budget adjustments for new and existing grants; prepares adjusting journal entries for quarterly charges.
- Keeps supervisor and departments aware of grant project status.
- Assists with annual internal and external audits of grant activities.
- Receives and responds to inquiries, concerns, complaints and requests for assistance from employees, granting agencies and citizens regarding grant project activities and procedures.
- Performs routine administrative/clerical work as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone and greeting office visitors, ordering supplies, etc.
- Receives and reviews various records and reports including financial reports, grant reports, grant applications, various other records, reports, memos, correspondence, etc.
- Prepares and/or processes budget documents, grant reports, requests for payment, presentation materials, various other records, reports, memos, correspondence, etc.
- Refers to policy and procedure manuals, computer manuals, grant guidelines, statistics, etc.
- Operates a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, etc.
- Uses clerical and computer supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, Mayor, County Council, other administrative staff and department heads, co-workers and other City employees, auditors, granting agencies and organizations, other government agencies and organizations, vendors, and the general public.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

#### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Grants Coordinator.
- Knowledge of the functions and interrelationships of the City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to make sound, educated decisions.
- Knowledge of and ability to apply supervisory concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities.
- Ability to help plan and develop daily, short- and long-term goals related to City purposes.
- Knowledge of grants administration, including the application process, budgeting and reporting requirements and procedures.
- Knowledge of the various sources of grant funds for City programs and projects.
- Knowledge of the principles of finance and accounting, and the standards, regulations and laws relating to financial accounting and, more specifically, to grant accounting.
- Skilled in accounting/financial mathematics.
- Ability to produce quality work which requires constant attention to detail.
- Ability to effectively supervise and evaluate the work performance of assigned support staff.
- Ability to offer instruction and advice to subordinates, co-workers regarding technical procedures, departmental policies, methods and regulations.
- Ability to offer assistance to subordinates, co-workers and employees of other departments as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of modern office practices and technology; has skill in the use of computers for word and data processing and records management.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Knowledge of the terminology and various professional languages used within the department.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence.

- Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

#### **Minimum Education and Experience Requirements**

Requires a Master's degree in public administration, grant administration, economic development or related field supplemented by two to three years of responsible experience in grants management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

#### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks involve the ability to exert light physical effort in light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight and occasionally heavier objects. Tasks may involve extended periods of time at a keyboard or workstation.

#### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None

#### **Special Certifications and Licenses**

- Valid South Carolina Driver's License
- Must possess Certified Government Financial Officer registration.

#### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

#### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.