

City of Chattanooga, TN
Classification Title: Grants Specialist

Department:	Varies	Pay Grade:	TBD
Supervision Received From:	Varies	FLSA Status:	Non-Exempt
Supervisory Responsibility For:	None	Established:	06/29/07
		Revised:	11/01/07

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing specialized administrative duties associated with soliciting, securing, coordinating, and monitoring grants for the City. Duties include: coordinating and monitoring assigned grant programs, researching funding opportunities, coordinating the application and/or proposal submission process, and compiling and organizing data for reports. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Grants Specialist is the first level of a two level grants series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

- Performs a variety of administrative activities in support of departmental operations, which may include: initiating payments and requisitions; answering phones; taking and disseminating messages; making copies; filing; and/or, performing other related activities.
- Prepares a variety of reports, informational packets, and/or other materials related to grant activities; disseminates information to applicable individuals, external agencies, and/or internal departments.
- Participates in monitoring and reviewing budgets in assigned area of responsibility, ensuring compliance with applicable regulations and laws.
- Coordinates the on-going administration, monitoring, and reporting for applicable grant projects and/or programs as required by funding sources and Federal/State regulations; coordinates compliance with requirements; monitors and manages funds; resolves conflicts between the City and funding entities.
- Researches and reviews new grant opportunities from governmental, non-profit, and public and private sources for the benefit of applicable programs; makes recommendations regarding potential grant sources.

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- Coordinates grant application and proposal submission processes, which includes compiling, interpreting, and applying demographic and statistical information necessary for grant applications.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration, Marketing, Communications, Public Administration, or a closely related field and one year previous experience involving grant writing.

LICENSING AND CERTIFICATIONS:

None.

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; grant management principles and practices; research methods; fundraising techniques; budgeting principles and practices; analytical methods; mathematical concepts; and, public relations principles.

Skill in identifying potential grant funding opportunities; performing mathematical calculations; managing budgets; conducting research; analyzing a variety of data and making recommendations based on findings; handling multiple tasks simultaneously; coordinating grant processes; collaborating with non-profit and community-based organizations; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; and, establishing and maintaining effective working relationships with other employees and those contacted in the course of work.

PHYSICAL DEMANDS

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee 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.