



Code: 2926
Family: Procurement
Service: Health and Welfare
Group: Medical and Social Service
Series: Human Relations

CLASS TITLE: SUPERVISOR OF GRANTS ADMINISTRATION

CHARACTERISTICS OF THE CLASS

Under direction, supervises and/or participates in the preparation, review, and administration of government grants for a variety of departmental or City-wide programs, and performs related duties as required

ESSENTIAL DUTIES

- Plans, coordinates, and monitors the grant administration process for an operating department
- Assigns and monitors the work of staff engaged in various grant administration activities, including proposal development and submission, program evaluation, and fiscal and programmatic reporting, as required
- Works in a centralized City department ensuring programmatic, fiscal, and regulatory requirements are consistently met across City departments
- Reviews submitted proposals for accuracy, completeness, and compliance with regulatory guidelines
- Analyzes and interprets guidelines and new funding requirements for delegate agencies, departmental staff or City departments
- Develops and submits annual budgets for corporate and non-corporate funded programs
- Negotiates budget revisions and contract amendments with participating delegate agencies
- Oversees the development of reporting mechanisms to track grant expenditures and to monitor program activities
- Researches, identifies, and applies for new grant funding opportunities
- Responds to inquiries by auditors and provides necessary documentation as required
- Prepares and submits reports (e.g., financial status reports, annual reports) to evaluate grantee performance
- Provides technical assistance to delegate agencies in grant application procedures, as required
- Acts as a liaison to City, federal, and state offices

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 four years of work experience in grants administration, 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)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Considerable knowledge of:

- *grant writing and application process
- *grant funding sources and reporting requirements

Some knowledge of:

- applicable departmental, federal, and state programs and services
- supervisory methods, practices, and procedures
- budgeting practices and procedures
- preparing and writing RFPs and business proposals

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

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
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

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- 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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.

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
August, 2017