CLASS TITLE: **Supervisor of Grants Administration**

**CHARACTERISTICS OF THE CLASS:** Under direction, supervises and participates in the preparation, review and administration of government grants for a variety of programs within a City department; and performs related duties as required.

**ESSENTIAL DUTIES:** Plans, coordinates and supervises 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; reviews submitted proposals for accuracy, completeness and compliance with regulatory guidelines; analyzes and interprets and interprets for delegate agencies and staff; 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 monitor program activities; responds to inquiries by auditors and provides necessary documentation as required.

**RELATED DUTIES:** Prepares and submits annual reports to evaluate grantee performance; provides technical assistance to delegate agencies in grant application procedures.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge, Abilities and Skill.** Considerable knowledge of state and federal grants regulations and procedures. Considerable knowledge of delegate agency and departmental programs.

Ability to plan, supervise and monitor the work of grant administration staff. Ability to analyze and interpret relevant legislation for staff members and delegate agencies. Ability to coordinate and manage all phases of the grant administration process.
CLASS TITLE: Supervisor of Grants Administration (Cont'd)

Considerable skill in the application of the principles and methods of grants management. Considerable skill in formulating program budgets and tracking grant expenditures. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 1995