



City of North Charleston

Vacancy Notice

Position: Grants Coordinator
Department: Executive
Pay Grade: 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 grant agencies. Identifies potential grant funding sources and develops strategic plans for securing grants. Provides technical expertise in all phases of grant preparation and administration. Compiles and analyzes grant program data and ensures compliance with grant requirements. Performs related professional and administrative work as required. * Full job description attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

A Bachelor's degree in Public Administration, Business Administration, Finance, or a related field is required for the Grants Manager position. A Master's degree in a related field is preferred. Additionally, certification in Grants Management or related professional certifications is highly desirable. The candidate should have a minimum of five years of experience in grants management, including grant writing, administration, and compliance, with extensive knowledge of federal, state, and local grant regulations and requirements.

Posted: 07/3/2024

Deadline: Until Filled

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

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	GRANTS COORDINATOR		Job Code:	512
Core Comp Group	ADMINISTRATIVE		FLSA:	EXEMPT
Pay Grade:	119		SOC CODE	13-1131
Effective Date	02/09/2022	Revision A: Risk	D. Henderson 07.03.24	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Executive		Dept. #	401
Location:	City Hall		EM Status:	
Reports To:	DIRECTOR OF ADMINISTRATION			

Summary Objective

Under limited supervision, coordinates and facilitates City grant activities, including application preparation, administration, and reporting to granting agencies. Identifies potential grant funding sources and develops strategic plans for securing grants. Provides technical expertise in all phases of grant preparation and administration. Compiles and analyzes grant program data and ensures compliance with grant requirements. 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 and coordinates City grants administration, including developing and implementing strategic plans for grant acquisition and management.
- Works with assigned support staff, including instructing, planning, and assigning work, reviewing work for completeness and accuracy, maintaining standards, addressing employee issues, recommending staffing selections, and advising on employee discipline and discharge as appropriate.
- Researches and identifies potential grant funding from local, state, and federal agencies, as well as private organizations. Establishes and maintains effective working relationships with granting agencies.
- Provides technical advice and expertise in all phases of grant preparation and administration, offering guidance on developing proposals, managing awarded grants, and ensuring compliance with grant requirements.
- Coordinates and facilitates grant application preparation, leading the development of grant narratives, budgets, and supporting documents, and ensuring timely submission of grant applications.
- Develops organization and methodology for grant projects, determining the necessary data and techniques to be used for successful grant applications and project implementation.
- Meets with government officials and citizens to explain and discuss grant projects and plans to garner support and ensure transparency.
- Develops and presents multi-media presentations to grantors and potential grantors, utilizing various media formats to effectively communicate project goals, objectives, and outcomes.
- Compiles, analyzes, and reports on grant program data, preparing comprehensive reports on grant activities, including performance metrics and financial summaries.

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.

- Maintains all grant records, including a grant database, ensuring accurate and organized documentation for audit readiness and historical reference.
- Ensures all grant reports are accurate, verifying that reports contain required information and align with the City's financial records.
- Administers certain grant programs as assigned, preparing grant applications, providing guidance to project employees, conducting planning and informational meetings, procuring payments for vendors/contractors, and completing reimbursement reports.
- Works with accounting personnel to ensure accurate budgeting of grant revenues, expenditures, and matching funds, reviewing revenues to ensure timely receipting and reporting, and preparing end-of-year journal entries to ensure financial compliance.
- Performs other assigned 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

A Bachelor's degree in Public Administration, Business Administration, Finance, or a related field is required for the Grants Manager position. A Master's degree in a related field is preferred. Additionally, certification in Grants Management or related professional certifications is highly desirable. The candidate should have a minimum of five years of experience in grants management, including grant writing, administration, and compliance, with extensive knowledge of federal, state, and local grant regulations and requirements.

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 accommodation 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.