



JOB DESCRIPTION

PROJECT AND GRANT ADMINISTRATOR (Part-Time Position, 32/20 Hours/Week)

DEFINITION

Under the general supervision of the City Manager and the Assistant City Manager, the Project and Grant Administrator will coordinate and support the City's economic development programs, various grant activities, housing projects, and tourism programs. The position will research and develop funding proposals, implement grant projects, and liaison volunteer efforts to support City projects and initiatives. Furthermore, the position will assist in the planning and coordinating of economic development strategies and activities; assist representatives of business, real estate and the development community in working with the City; develop and implement business retention and expansion programs; serve as a liaison between the City and businesses, and do related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Project & Grant Administrator must exercise independent judgment regarding duties for the economic development of the City's private and public sector economy and grant programs. Work involves responsibility for the application of professional knowledge and skills to effectively research, analyze, plan, and implement related programs and requires frequent use of independent judgment.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Provides responsible and professional staff assistance to the City Manager on special projects and activities, as assigned. (E, M)
- Develop, implement, administer and maintain major projects from program planning through final acceptance of construction and warranty. (E, M)
- Conduct analyses and prepare responses on capital project proposals, and provide on-going reports on projects, attend meetings, and coordinate project work with other City staff and departments. (E, M)
- Prepare budget reports and cost control analyses; keep projects within approved budgets and schedules; analyze claims and recommend approval of consultant/contract payments. (E, M)
- Coordinate and conduct community meetings associated with projects/programs and respond to community issues and concerns. (E, M)
- Conduct presentations to governmental and regulatory agencies, community groups and the City Council. (E, M)
- Facilitate business recruitment and retention activities for the City of Ukiah, including overseeing the business liaison program, and leading interdepartmental facilitation of business development. (E,M)
- Plan, supervise, and coordinate a comprehensive program of housing and economic development activities including planning, community involvement/acceptance, and implementation with project timetables. (E, M)
- Identify community redevelopment, housing, and economic needs by evaluating and analyzing data with the assistance of community groups such as business organizations, developers, governmental agencies and departments. (E, M)
- Develop and implement programs for business enhancement, business retention and business expansion and improve the quality and mix of uses of the downtown area; develops directories and publications to assist companies. (E, M)
- Research economic development challenges and solutions, and prepare a variety of comprehensive reports and statistical tabulations for goals, objectives, and policy development (E, M)

- Compile and maintain website information containing inventory of economic resources, and other information relating to factors of business locations (E).
- Coordinate activities with other City departments and divisions, community groups, and outside agencies. (E)
- In coordination with the Chamber of Commerce, Main Street Program, and the Economic Development Finance Corporation (EDFC), make presentations to business and community groups; maintains liaison with other County departments, State agencies, cities and community groups; advises and/or participates in various workshops, public hearings, advisory committees, and/or public meetings. (E, M)
- Coordinate and lead the activities to search, apply, and implement grants/loans that support programs and capital improvement projects for Public Works, Community Services, Economic Development and other various City departments. (E, M)
- Coordinate fundraising activities for the match components to awarded grants. (E)
- Maintain schedule of grant application deadlines and requirements. (E, M)
- Prepare timely reports as required to the granting agencies and ensuring full compliance of all proposals with grantor requirements as to content, format, accounting, and documentation. (M, E)
- Prepare and maintain the necessary grant and project fiscal records, budgets, and files (E).
- Review literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations. (E)
- Work flexible hours, including weekends and holidays. (E)
- Perform other related duties as assigned. (E)

QUALIFICATIONS

Knowledge and Skills:

- Highly motivated individual with excellent writing, editing, research, interpersonal and oral skills and proven success in grant writing.
- Excellent computer skills necessary for researching and producing proposals including experience with Microsoft Office Suite applications.
- Knowledge of project management practices, applicable safety standards.
- Knowledge of applicable federal, state and local laws, codes, rules & regulations.
- Knowledge of grant application process and writing.
- Principles and practices of economic community development, housing, and of public administration including budgeting and program management; and public/private sector considerations in making business expansion or location decisions.
- Principles, practices and techniques related to business financing, employment development and related programs.
- Techniques of marketing and promotion as related to tourism and economic development activities.
- Principles and practices of effective supervision.
- Performance management, financial analysis and negotiating techniques.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Cultivate and maintain positive working relationships with members of the public and community organizations, business leaders, City staff, City Council and representatives of other government, redevelopment and economic development agencies.
- Gather and analyze a variety of complex data, including economic studies, financial statements, marketing studies, plans, specifications, and bid documents.
- Follow strict deadlines and be highly organized.
- Identifying new sources of funding.
- Work under pressure to meet deadlines for grant opportunities.
- Effectively manage projects from start to finish.
- Develop, write, and implement strategic plans and ability to provide necessary documentation to support grant requirements.

- Take initiative and utilize innovative techniques and ingenuity in preparing funding application.
- Read, interpret, and apply laws, rules, and regulations.
- Plan, prioritize and coordinate multiple projects.
- Gather, analyze, and evaluate a variety of data.
- Participate as a team player to lead and coordinate grant projects.
- Self-motivate, work independently and exercise considerable independent judgment in resolving issues.

Education and Experience:

College Degree and 3 years of progressively responsible related experience with a proven track record of successful research, analysis and project/program management as well as grant writing experience; or any combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the essential functions of the job. Additional coursework or training in project management and grant writing is desirable.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Ability to work flexible hours and weekends. (The City is willing to consider a modified work schedule that may be desirable to the employee and meets the needs of the position.)

S:\Human Resources\Human Resources\COU JOB DES Files\COMMUNITYSERVICES\Project&GrantAdm_JobDes.doc