

## **CITY OF DURANT JOB DESCRIPTION**

Title: **Assistant Grants Coordinator**  
Department: Administration  
Reports To: Grants Coordinator

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### **POSITION SUMMARY**

This position provides operational and administrative and support to the Grants Coordinator and the Finance Department.

### **ESSENTIAL FUNCTIONS**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Assists in the coordination, planning, and preparation of grant proposals for one or more departments; provides guidance and assistance in the interpretation of funding agency regulations and requirements.
2. Serves as a liaison with granting agencies for the budgeting and preparation of grant proposals; researches agency requirements and compiles and prepares comprehensive budget justifications.
3. Assists in compiling the components of grant submissions, helping ensure that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
4. Advises and/or assists as appropriate in the design, formatting and preparation of grant documentation, to include creation of statistical summaries and/or graphics.
5. Provides advice and guidance to departments on the application of grant funding policies, regulations, and procedures; facilitates and supports the research and identification of funding opportunities, as appropriate.
6. Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.
7. Assists the Finance department with the tracking of grant expenditures.
8. Performs and participates in special projects as assigned.
9. Other duties as assigned.

### **ADDITIONAL DUTIES**

1. Collects, balances, and updates accounts receivable.
2. Coordinates monies and account receivable charges.
3. Sends out monthly vendor statements.

### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of federal and state grant availability, audit requirements, principles and procedures of grants, project development, and ongoing administration.

2. Knowledge of administrative policies and procedures of the City.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
9. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
10. Ability to perform mathematical calculations required of this position.
11. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
12. Skill in researching and understanding complex written materials.
13. Ability to prepare and maintain accurate and concise records and reports.
14. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
15. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
16. Ability to handle sensitive interpersonal situations calmly and tactfully.
17. Ability to maintain professionalism at all times.
18. Ability to maintain effective working relationships with individuals within and outside the organization.
19. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of the open records act and other applicable State and Federal statutes and regulations.
20. Ability to work the allocated hours of the position and respond after hours as needed.

#### **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting (e.g. business office, light traffic).

**MINIMUM REQUIRED QUALIFICATIONS**

- Associates degree in accounting, finance, business administration, or related field with experience in grant administration, program development, public administration, or other related experience.

**PREFERRED QUALIFICATIONS**

- CDBG Program Certification.
- Bachelors Degree in related field