

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Grants Administrator</u>
Sch & Grade	<u>PAT-11</u>
Class Code	<u>BD10</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Planning</u>

PRIMARY PURPOSE:

Secures and administers grant and loan programs for the city associated planning and development including housing, development, infrastructure, transportation, and other special programs.

SUPERVISION:

Under general supervision of the Director of Planning & Development and Economic Development Director; supervises an Associate City Planner.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Manages the Community Development Block Grant (CDBG) Program and other federal and state programs of grants or loans to the city regarding housing, development, infrastructure, transportation and other special programs.
2. Obtains funding assistance including researching available programs, drafting preliminary documents, preparing and submitting appropriate applications, and arranging public hearings when applicable.
3. Provides technical advisement to program participants and assists in ensures compliance with statutory and regulatory program requirements.
4. Oversees required records retention, financial management, and reporting in conjunction with grants and loan programs.
5. Supervises and monitors sub-recipients including performing site visits and providing technical assistance necessary for the proper implementation of funded activities.
6. Oversees the general CDBG activities administered by departmental staff and other city departments.
7. Serves as a liaison to federal and state officials, Council, the City Manager's Office, internal committees, external boards, and organizations regarding city grant and loan programs.
8. Reviews and studies governmental and trade publications as well as program requirements in order to maintain appropriate level of knowledge of current policies, practices, and trends.
9. Supervises and directs with work of a small number of technical and/or support staff.
10. Travels to off-site locations in order to conduct meetings and audits with subrecipients.
11. Utilizes necessary computer software applications.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, and workshops for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles and procedures dealing with grant and loan administration; auditing and evaluation techniques regarding ensuring compliance with regulatory requirements.

Abilities

Effectively administer grant and loan programs for the city dealing with planning and development; utilize discretion and sound independent judgment; make responsible decisions and recommendations regarding matters of significance; prepare and present both oral and written reports, speeches, programs, etc.; read, understand, and interpret applicable grant and loan information; follow oral and written instructions; communicate effectively both orally and in writing; establish and maintain effective and courteous working relationships with federal, state, and local officials, outside agencies, employees and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a degree in Public or Business Administration, Finance, Accounting or a related discipline plus at least three years of responsible experience in an appropriate area dealing with loan, grant, financial management, or budgeting work.

Physical Requirements

Pushes and pulls up to 25 pounds; holds and grips objects; possesses ability necessary to operate computer hardware.

Working Environment

Indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

Attend required evening meetings. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4399
Comments:	Updated Abilities	Date: January 10, 1994

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____