

**CITY OF HARRISONBURG**  
invites applications for the position of:

# **Grants Program Manager: American Rescue Plan Act (ARPA)**

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$24.45 - \$28.12

**OPENING DATE:** 01/14/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**The City of Harrisonburg is seeking an experienced professional to become the American Rescue Plan Act (ARPA) Grants Program Manager, which will advance organizational and community goals through collaboration with and advisement to the Executive Leadership Team on regulations related to ARPA funding. As a newly created position within the City, the incumbent selected will exhibit strategic leadership qualities while also creating best practices for this type of role.**

The ARPA Grants Program Manager position is an exempt temporary, part-time position and a preferred hiring range of \$24.45 - \$28.12 per hour; however, an exact salary will be dependent upon the selected candidate's qualifications and experience. Due to the required work hours anticipated in this position, the candidate will have the option to elect health insurance for the first year of employment but all other full-time employee benefits will be unavailable. Subsequent years of health insurance eligibility will be determined in compliance with City policy. This is a grant funded position and is contingent upon continued funding.

In this position, you will:

- Assist in the development, planning, organizing, and use of the city's ARPA funds received from the Federal Government, including participating in community outreach events;
- Research, analyze, and interpret federal and state regulations related to funding uses and projects, including the applicability of the Federal Office of Management and Budget (OMB) Uniform Guidance as it relates to the use of ARPA funds;
- Research, review, and recommend opportunities for other external funding within the ARPA categorical realm in order to advance organizational and community goals;
- Prepare periodic financial and non-financial data related to the ARPA grant program to ensure compliance with all applicable regulations, including required U.S. Treasury reporting;

- Perform complex administrative support and/or accounting work related to grant compliance, computing, analyzing, and filing budgetary, financial, and statistical reports;
- Develop and recommend protocols for the administration, review, and evaluations of funding offered to external entities such as businesses, non-profit, and community organizations;
- Develop and recommend, when necessary, policies, training, and guidance for City staff members related to projects funded by ARPA;
- Oversee, review, and prepare grant applications and/or reports when necessary;
- Analyze the most efficient and effective way to prioritize grant funds in coordination with department directors for recommendation to the City Manager;
- Prepare and present data to the City Manager, Deputy City Manager, department directors, City Council, boards, and commissions;
- Track and update data based on reporting requirements, including meeting deadlines and content as required by the granting agency;
- Create and maintain relationships with granting agency representatives, in addition to finance, project management, and grant management professional affiliations;
- Performs other duties as assigned.

**Minimum Requirements:**

- Undergraduate degree from an accredited college or university with a major in finance, public administration, business administration, accounting, or related field and considerable (3-5 years) experience in state and federal grant program and requirements management.
- General experience in project creation, planning, management, budget preparation, execution, and evaluation.
- General experience in grant contract development and execution, administration, and evaluation.
- Some experience in conducting grant research, in analyzing information, and creating and presenting reports and data.
- Some experience in the development of policies and procedures for use of grant funds by City departments and/or outside agencies.
- An equivalent combination of education and experience may be used to meet the requirements stated above.
- Valid driver's license.
- [The physical requirements for this position are available here.](#)

**Preferred Experience (Not Required for Consideration of Your Application):**

- A graduate degree in finance, public administration, business administration, organizational leadership, or equivalent highly desired.
- Experience with Coronavirus Aid, Relief, and Economic Security (CARES) Act funds and/or ARPA regulations/funds highly desired.

The ideal candidate for this position will have:

- Knowledge of:
  - The regulatory language specified in the American Rescue Plan Act;
  - The OMB Uniform Guidance;
  - Other local, state, and federal grant programs;
  - Compliance deadlines of grant program(s);
  - Accounting concepts and principles related to fund accounting;
  - Capital program processes and project prioritization;

- Skills in:
  - Creating and recommending locally-administered grant policies, procedures, and programs to non-profit organizations;
  - Assisting departments in the preparation of grant applications, funding management, and regulatory deadlines;
- The ability to:
  - Work with necessary computer programs to track data, financial information, and project timelines;
  - Work with and present to Council, boards, and commissions as requested by the City Manager, the City Manager's Office, state and federal officials and staff members, businesses and non-profit organizations, department directors, and professional organizations and colleagues;
  - Communicate orally and in writing to City officials, other public officials and representatives, employees, and the general public; and
  - Work cooperatively with employees and to contribute to teamwork efforts.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening; and
- Criminal background check.

**To Apply:** All candidates must submit the following for consideration:

- A complete City of Harrisonburg online employment application, including work experience and education history in the body of the application;
- Cover letter;
- Resume; and
- Three professional references.

Applicants who are unable to upload their cover letter, resume, and/or three professional references as attachments on their application should email the documentation to [employment@harrisonburgva.gov](mailto:employment@harrisonburgva.gov) prior to the deadline. *Incomplete submissions will not be accepted. The first review of applications is expected to begin by February 4, 2022. This position may close at any time after 10 calendar days. (posted 01/14/2022)*

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.harrisonburgva.gov/employment>

Job #7183 - (Jan 2022)  
 GRANTS PROGRAM MANAGER: AMERICAN RESCUE PLAN  
 ACT (ARPA)  
 CM

OUR OFFICE IS LOCATED AT:  
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