



## City of Danville Grant Administrator

<b>SALARY</b>	\$2,945.13 - \$3,534.16 Semi-Monthly \$70,683.20 - \$84,819.84 Annually	<b>LOCATION</b>	VA 24541, VA
<b>JOB TYPE</b>	Full Time Professional Exempt	<b>JOB NUMBER</b>	1002187
<b>DEPARTMENT</b>	Finance	<b>DIVISION</b>	Finance Director
<b>OPENING DATE</b>	10/03/2023	<b>CLOSING DATE</b>	Continuous

### Description

This position coordinates, facilitates, and manages grants throughout the City. Grants are a critical funding source for many projects and services provided by the City. This position partners with various departments of the City to identify grant opportunities that align with the City's mission and goals. Work is performed under the supervision and direction of the Chief Financial Officer.

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Researches and finds available grant opportunities from federal, state, and private agencies that may benefit the City.
- Coordinates/assists with preparation of grant applications for appropriate departments.
- Serves as administrator for grant-related portals.
- Interacts with federal, state, and local agencies to ensure grants comply with program guidelines for expenditure, funding, and accountability.
- Facilitates the acceptance of grant awards and ensures accounts for proper budgeting and reporting of grants are established.
- Coordinates with other Finance, Budgeting, and Administrative staff to ensure grant awards are properly accepted and appropriated.
- Ensures, with the assistance of departments, all grant reporting is completed in accordance with grant requirements.
- Coordinates grant billing and drawdown requests with appropriate departments.
- Monitors the complete life cycle for all grants received and ensures grants are closed properly.
- Assists with fiscal year-end audit needs related to grants, including the Statement of Expenditure of Federal Awards (SEFA). Participates in responding to any audit findings and ensures all audit guidelines and requirements are followed.
- Establishes/updates administrative procedures and controls for acquiring and implementing grant funding.

### ADDITIONAL DUTIES

- Performs additional duties as assigned.

### Education and Experience

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or a closely related field. Five years of experience in grant writing, development, administration, or related field is preferred. Previous experience with local government finance or administration is preferred.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

**Certifications/Licenses**

- Valid Driver's License with acceptable driving record according to City Criteria

**Job Knowledge**

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

**Reading**

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

**Writing**

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

**Math**

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.

**Communication Skills**

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Independence and Decision-Making**

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Technical Skills**

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Fiscal Responsibilities**

Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Supervisory Responsibilities**

May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.

**PHYSICAL DEMANDS**

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

**NON-PHYSICAL DEMANDS**

- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.

- May experience time pressure, frequent change of tasks, tedious or exacting work.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

**WORK ENVIRONMENT**

The work is typically performed in an office. The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

**Agency**

City of Danville

**Address**

427 Patton Street

Danville, Virginia, 24541

**Phone**

434-799-5241

**Website**

<http://www.danvilleva.gov>