

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Coordinator Grants & Development**

**Department: Economic Development**

**Pay Grade: GS.11**

**Supervision Received From: Mgr. Homeless Program**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Account Tech 2 & Intake**

**Established: 3/24/23**

**Specialist**

**Revision Dates: 4/1/25;**

**8/27/24; 10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in the classification are responsible for providing grant management and development support to the Office of Homelessness and Supportive Housing. Under direct supervision of the Manager of the Office of Homelessness and Supportive Housing the Coordinator Grants and Development will interpret the regulations, practice and policies regarding grants. The Coordinator Grants and Development will also write and submit grants and provide compliance and training for staff involved with grant paperwork by streamlining the process.

### **SERIES LEVEL:**

The Coordinator Grants & Development is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Duties include assessing new projects, writing and submission of grants. Compliance and training for staff involved with grants, grant paperwork and conducting research related reports for the Office of Homelessness and supportive housing.

Interpreting the regulations, practices, and policies regarding grants, grant administration, and grant management activities for the Office of Homelessness and Supportive Housing.

Coordinates and reviews the grant proposals to ensure grant requirements and established policies and procedures for the Office of Homelessness and Supportive Housing are being met.

Resolves procedural, operational, and other work related problems by working with granting agencies to facilitate solutions and reporting to the appropriate agencies.

Provides training on procedures and develops a streamline process for internal processes.

Develop referral processes with community partners.

Develop internal and external procedures for processing referrals.

Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; and manages administrative problems and/or budget changes occurring during the awarded granting period.

Researches, analyzes grant related activities and makes recommendations to the manager of Office of Homelessness and supportive Housing.

Reviews grant expenditures as assigned; coordinates and monitors preparation and submission of required reports to granting agencies; coordinates and maintains communication with both internal and external administrators throughout the life of the grant.

Review and or process fund requests for various grants with the Office of Homelessness and Supportive Housing to be submitted to purchasing for payment.

Reports updates to the Manager of the Office of Homelessness and Supportive housing weekly.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's in public administration, Political Science, Sociology or related field; or any combination of equivalent experience and education.

Three (3) years of grant experience and/or program development, supervision, evaluation, and/or project administration.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Considerable knowledge of grant funding policies and processes; principles and practices of providing grant funded services at the municipal level; and procedures for implementing and administering various federal and state grants. Considerable knowledge of federal and state grant programs; regulations, and procedures; Ability to determine eligibility for a variety of grants; coordinate and write grant applications; coordinate and writing of grant compliance reports; Ability to analyze and compile information and prepare written and oral reports; communicate effectively, both orally and in writing; and to work cooperatively and maintain liaison with government officials and agencies at the federal, state and local levels. Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.