

CITY OF CHATTANOOGA

Classification Specification Title: Director of Grants & Opportunities

Department: Finance

Pay Grade: GS.14

Supervision Received From: City Finance Officer

FLSA Status: Exempt

Supervisory Responsibility For: Grants Coordinator,

Established: 7/26/21

Grants Writer, Accountant 2

**Revision Dates: 4/1/25;
10/20/23**

CLASSIFICATION SUMMARY:

The Director will provide internal consulting and service delivery in the areas of grant development and strategic management. This position will be responsible for managing and supporting the assessment of organizational needs and the design, implementation, and evaluation of grant programs.

SERIES LEVEL:

This 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.)

Provides leadership in the solicitation and identification of grants and coordinates the writing of grants while establishing priorities.

Provides assistance from inception including the planning, writing, fiscal development, and evaluation of grant funded projects.

Assists City personnel pertaining to grant implementation and management, including the instruction of internal procedures.

Designs and implements processes and procedures related to grant management and proposal development.

Works staff to identify and resolve issues related to budget and compliance.

Reviews grant expenditures to make sure that they are reasonable, allocable and allowable according to agency guidelines.

Maintains official documentation relating to proposed and existing grants.

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 business administration, public administration or related field, five (5) years of grant administration experience and/or program development, supervision, evaluation, and/or project administration, to include a considerable amount of high level administrative experience, or any combination of equivalent experience and education.

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 grant proposals; coordinate and participate in the development of grant applications; coordinate and participate in the preparation of grant compliance reports; and comprehend and make inferences from legal and administrative written materials.

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.