

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Grants Coordinator**

**Department: Finance**

**Pay Grade: GS.10**

**Supervision Received From: Dir Grants & Opportunities**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 5/20/22**

**Revision Dates: 4/2/25;  
10/20/23**

**CLASSIFICATION SUMMARY:**

The Grants Coordinator performs high-level professional work related to grant seeking, grant administration, and coordinating grant management activities on a Citywide basis; works closely with departments throughout the City to provide technical assistance and advice in matters related to grant administration and management.

**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.)*

Duties include assessing new projects, reviewing grant involvement and compliance, providing training for others involved with grants, coordinating grant paperwork, conducting related research and preparing related reports.

Communicates with City departments in explaining and interpreting the regulations, practices, and policies regarding grant application, grant administration, and grant management activities.

Coordinates and reviews the work of others engaged in writing grant proposals to ensure conformance to grant requirements and established policies and procedures.

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

Provides training to subordinate grant coordinators within the City on procedures and applicable software.

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.

Disseminates and/or presents changes to departments, as well as advises on the implementation of changes and on the impact of changes on funded operations.

Researches and analyzes grant related activities to make recommendations to City management.

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.

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; or any combination of equivalent experience and education. Three (3) 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

SUPPLEMENTAL INFORMATION:

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: standing, walking, fingering, grasping, feeling, 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.