



<b>Job Title:</b>	<b>Grants Manager</b>	<b>Department/Loc:</b>	<b>Administration</b>
<b>FLSA Classification:</b>	<b>Exempt</b>	<b>Date Drafted:</b>	<b>March 2024</b>
<b>Reports To:</b>	<b>City Administration</b>		

**Position Summary**

The Grants Manager will be responsible for the development of grant application instruments, coordination of grant review and selection processes, administration of grant award documents, program and financial monitoring, and evaluation and reporting along with municipal planning, data collection and analysis, zoning matters, community outreach, economic development, community development and other administrative functions. The Grants Manager will possess advanced analytical and evaluation skills as seen in the following areas: financial analysis, program evaluation, policy evaluation, financial reporting, grant management; and a demonstrated ability to work autonomously to define and complete projects.

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Compiles and reviews grant proposals for appropriate budgetary requirements, reviews contracts for compliance with Federal, State and City policies.
- Manages the distribution of Hospitality Tax funds including managing and reviewing applications, preparing reports and information for Council and City Management, and working with applicants for reimbursement.
- Acts as the liaison between the City and FEMA and SCEMD for all declared disasters including coordination, reporting, and securing reimbursements for the City’s allowable expenses.
- Reviews literature dealing with funds available through grants to determine feasibility of developing programs to supplement local annual fund allocations.
- Discusses program requirements and sources of funds available with administrative personnel.
- Confers with personnel affected by proposed program to develop goals and objectives, outline how funds are to be administered, and explain procedures necessary to obtain funding.
- Manages the administration of grants to include records management, community outreach, processing of applications and developing procedures.
- Provides technical assistance during grant negotiations and administration; reviews grant proposals.
- Reports grant activities to agencies/departments.
- Manages budgets for all grants; coordinates reporting requirements.
- Collects data and research materials for grants.
- Attends workshops/training for grant administration.
- Consults with City Manager, Deputy/Assistant City Manager, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; provides reports, documentation and presentations to City officials and staff members as appropriate.
- Coordinates projects, special events and other activities as assigned by the Deputy/Assistant City Manager or City Manager.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget.
- Performs cost control activities.



- Monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Determines work procedures, analyzes work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Compiles and analyzes data pertaining to City socio-economic conditions for use in strategic planning; researches and compiles various statistical, demographic, or administrative data; makes calculations, analyzes data, interprets data, and identifies trends; creates the necessary documents and presentations to assist in the City's annexation and economic development efforts.
- Provides technical assistance and information to citizens, property owners, land developers, staff members, City officials, or other individuals regarding project issues, applicable ordinances, planning/development issues and related issues; responds to questions/complaints and initiates problem resolution.
- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed and/or discussed. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

### **Position Responsibilities - Non-Essential/Other**

- May be required to report to the City's Emergency Operations Center for emergency duty any time the Emergency Operations Plan is activated.
- Serves as a member of various staff committees as assigned.
- Other duties as assigned.

### **Essential Skills and Experience**

- Graduation from an accredited four-year college or university (Masters Degree in Public Administration highly preferred)
- Three (3) years experience in municipal government project or grants management; or any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.
- Extensive knowledge of local government grants management; working knowledge of local government services and functions and working knowledge of personal computers
- Skill in the operation of the listed tools and equipment:
  - a. Personal computer, including word processing, Excel, PowerPoint, and Publisher
  - b. Motor vehicle
  - c. Calculator
  - d. Phone
  - e. Standard office Equipment
  - f. Measurement tools and other related equipment
- Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; establish effective working relationships; quickly comprehend the techniques of comprehensive plans.
- Ability to organize, prioritize and effectively coordinate multiple projects simultaneously.



**Mental & Physical Demands - ADA Guidelines**

**Physical Demands**

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

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|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation.                                    |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <b>C</b>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception and field of vision, hearing, speaking and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

**Salary Range: \$60,000.00 - \$73,000.00**

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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