****JOB**

**DESCRIPTION**

**IDENTIFICATION City of Selma**

 **Alabama**

**Job Title:** Administrative Grant Coordinator (AGC) **FLSA Status:** Exempt

**Department:** Planning and Development **Code:**

**Location:** City Hall **Reports to:** Director

**JOB SUMMARY**

Under the direction of the Planning and Development Director, the employee performs a variety of administrative functions in support of the mission and goals of the office. Coordinates administrative work in researching, identifying, writing and developing various public and private grant opportunities in an effort to generate new grant-funding sources and revenues to support the City of Selma operational, economic development, revitalization and historic preservation goals. An employee in this position is expected to meet with staff from federal, state and local agencies as part of the advocacy, negotiation, and administrative grant process. This position works with other City departments to plan, organize, and coordinate the writing of their specific grant applications. The position will act as a contact for all departments and external entities.

**DUTIES AND RESPONSIBILITIES**

**A. Administration (% )** - Develops a system for development of procedures designed to improve efficiency, support, or operational activities of grant programs. Assists in ensuring adherence to policies, practices and procedures for grant compliance, reporting, and administration.

**B. Grants Management *(* %)** - Coordinates the city's grants programs and initiatives to achieve the goals and objectives outlined by the Comprehensive Plan. Provides assistance to the departments and public in understanding grant programs and coordinates with other departments and agencies as needed. Coordinates, identifies and monitors prospective federal, state and other public and private contracts and grants that may be a source of funding for the City programs. Coordinates the grant process by working with internal and external stakeholders to solicit, gather and assemble materials (budgets, graphics, program outcomes, etc.) and submit grants and reports on time and in an organized manner. Disseminates information to the appropriate staff as it relates to upcoming funding opportunities and funder requirements. Initiates, facilitates and coordinates action steps in preparing and writing of grants to ensure proposal aligns with funder requirements. Assists in preparing high-quality grant proposal narratives, funding requests, budgets, applications and supporting documents in collaboration with department directors, program managers and City staff. Ensures high-quality applications and reports are submitted in a timely manner.

**C. Records Management *(* %)** – Complies, prepares, and maintains information, studies, and reports on grant programs, in order to respond to requests for information for economic development and grants compliance purposes. Assists in scheduling meetings, researching community needs, and investigating funds to meet identified needs. Maintains records of meetings with public, departments, and external stakeholders. Maintains databases and systems for recording grant proposals and administration of awarded grants. Gathers and compiles information for reports, composes and edits correspondence, and disseminates information and materials to the public and/or employees concerning relevant programs and administrative activities.

**D. Public Relations *(*  %)** - Develops and maintains relationships with the departments, agencies, commission, councils, grantees and others as assigned by the Director.

**JOB SPECIFICATIONS**

**Knowledges. Skills and Abilities** - Knowledge of federal, state, and municipal legislation pertaining to grant requirements and grant funded programs. Knowledge and ability to research information concerning potential funding resources. Knowledge of research techniques and report writing. Ability to develop policy and present ideas and recommendations to city agencies and committees. Ability to perform research, write reports and make effective oral presentations. Ability to communicate effectively with customers, clients, or the public in person, in writing or using a telephone. Ability to produce written documents with clearly organized thoughts using proper sentence construction, spelling, punctuation, and grammar. Ability to comprehend and make inferences from written materials such as census data, surveys or governmental document reports. Computer proficiency in Word, Excel, PowerPoint, etc.

**Credentials and Experience**

Bachelor's degree in business, administration, or other related field and one to three years of relevant experience. However, any combination of education and experience, which provides the qualifications listed, will be considered.

**Other Characteristics**

Possess a valid driver's license. Ability to travel overnight to workshops, meetings and conferences. Ability to work nonstandard hours, including holidays and weekends.

**Note:** Statements included in this position description are intended to be representative of the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

**APPROVALS**

Name

Title

Date

Name

Title

Date