

City of South Sioux City Job Description

Job Title: Part-Time Grant Assistant

Reports to: Grant Administrator

FLSA Status: non-exempt

Prepared Date: 09/10/2019

Approved by:

Approved Date:

Grant Assistant Summary: Assist with the coordination of pre and post grant application management and data research and collection. Collects and maintains program data required for reports, proposals, and projects and assists in developing, submitting and filing of reports. Assist with project activities including implementation, meeting objectives, budget oversight and close-out procedures of the projects. Assist to develop, coordinate, and support grant funded programs for local government by performing the following duties.

Essential Duties and responsibilities include:

Assist with grant research, data collection, grant development, development of bid specifications, advertisement of bids, participation in bid opening process, contract award and negotiation and oversight to ensure compliance with all local, state, and federal laws. Assist with project oversight including completing annual, semi-annual and quarterly reporting requirements. Assist with maintaining grant and project grant files.

Grant Implementation Oversight:

Assist with all grant funded projects, including but not limited assisting to oversee the bidding process, contract negotiations and contract awards, pre-construction conferences, compliance with all State and Federal rules, program guidelines and regulations. Assist with oversight of compliance with all components of projects requiring Davis Bacon including wage determination, payroll_certification, wage rate interviews on site at project locations; monitoring for compliance with posting of required signs and documentation; housing administration and housing management during the project and the period of affordability to ensure compliance; marketing and outreach of program activities to recruit participants for grant funded projects designed to benefit the community; income verification and qualification of residents for participation in grant funded programs, including determination and all matters relation to the eligibility and application for down payment assistance; hosts public town hall meetings. Collects time and effort logs for projects documenting staff time. Assists with maintaining master grant data files and entering and maintaining all data in the grant management database. Schedules appointments and oversees outgoing and incoming correspondence and grant file management. Assists the Grant Administrator to prepare budget and program modifications/amendments. Reviews all reports including close-out documents for grant funded projects and submits them to key local, state and federal agencies.

Grant Development; Researches funding opportunities available through local, state, and federal agencies, as well as private and corporate foundations. Assists in the evaluation of requests for proposals and funding guidelines from government agencies and foundations to determine funding probability and potential impact on local government resources. Works in collaboration with city staff and other partners to direct and facilitate grant development processes. Gathers input from multiple stakeholders, synthesizes diverse ideas, articulates measurable outcomes, develops and writes major proposals. Works with the Grant Administrator to develop budgets and prepare justification for budgetary expenditures. Edits and assists with proposals developed by other staff and the Grant Administrator. Interprets Requests for Proposals (RFP's), including federal and state guidelines, and adheres to deadlines and requirements established by funding agencies.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Communicates changes and progress. Oversight abilities

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict. Maintains confidentiality. Listens to others; Keeps emotions under control; Remains open to others' ideas.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Supports everyone's efforts to succeed.

Quality Management - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback, to improve performance; Monitors own work to ensure quality.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

Ethics and Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Works with integrity and ethically; Upholds organizational values.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

Education and/or Experience

High school diploma or general education degree (GED) Associates degree required. Post education preferred. Five years or more related experience and/or training; or equivalent combination of education and experience.

Computer

Able to perform online data applications, proficient in Word and Excel.

Language Skills

Ability to read and interpret English documents such as compliance regulations, request for proposals, and post-award monitoring requirements. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization

Reasoning Skills

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to work under deadlines, to deal with problem solving with concrete variables.

Certificates, Licenses, Registrations

Shall maintain a valid Nebraska Driver's License for the duration of their employment. CDBG Grant Administrator Certification optional.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.