

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**      **GRANTS COORDINATOR**

**REPORTS TO:**    **ASSISTANT TO THE CITY MANAGER**                      **TYPE:** FBEO, non-exempt  
*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

A full-time position, under general direction, performs a wide variety of clerical duties in support of grant administration, implementing and evaluating grant program activities, as well as compliance monitoring and reporting. Under direction, works closely with staff and members of outside agencies to provide analysis, evaluation, and technical assistance regarding potential grant opportunities and administration. Provides support as needed to implement City of Fort Bragg Economic Development Strategy and activities.

**ESSENTIAL FUNCTIONS:**

**Physical Requirements:**

bend, twist, stoop and crouch while working at desk, filing and records handling; read and interpret agreements and other documents; use a telephone and computer to communicate with coworkers and public; sit for long periods at a computer; communicate in oral and written form with co-workers and general public. Regularly stand to use a variety of office equipment. Occasionally lift and carry items up to 30 pounds; lift above shoulder and head; carry boxes from one building to another, drive motor vehicle, climb flights of stairs; work long hours.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Essential duties may include, but are not limited to, the following:*

- Manages planning, organization, writing, and coordinating grant applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposals, and grant opportunities.
- Manages collection, organization, and cataloging of information regarding grants in support of City projects, economic development, community development and affordable housing.
- Reviews grants literature from local, state, federal and national foundations to identify resource availability.

## **JOB TITLE: GRANTS COORDINATOR**

---

- Assists with the administration of the City's housing rehabilitation loan program including review of program applications, set up and maintenance of program applicant files, and correspondence with program participants and contractors
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff, and the public.
- Organizes and facilitates community meetings and participates in community meetings as necessary.
- Researches potential public and private grant and funding sources, ensures timely completion and submittal of grant applications, including budget and financial plans, tracking of applications, and receipt of grants.
- Monitors grants activity to ensure adherence to grant timelines and budgets; assist with coordination and/or submittal of requests for extensions and amendments as necessary.
- Prepares quarterly, semi-annual, annual and closeout grant reports for review and submission to granter and/or other regulatory agencies.
- Develops a current and thorough working knowledge of county, state and federal legislation and regulations relating to grants; helps review new and proposed legislation for impacts on City projects and grants.
- Performs special projects and research as assigned.
- Assembles a variety of complex and sensitive information and statistical data for presentation in reports, assembles and prepares charts, maps, slides, photographs and other visual aids for attachment to grant applications, proposals and presentations.
- Works to ensure all grant funds due the City are collected and properly recorded; and ensures expenditure transactions are properly recorded per grant terms.
- Establishes and maintains positive working relationships with representatives of community organizations, state and local agencies, City staff and the public.
- Miscellaneous tasks as assigned.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal, keyboard, personal computer programs such as Windows and Microsoft Office, fax, copier, binder, scanner, postal meter, telephone, functional specific software such as Springbrook.

### **SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Effective communication techniques for both oral and written presentations.
- General principles, problems and methods of grant proposal writing and administration.
- General principles and practices of grant administration, grant accounting, and budgeting.

**JOB TITLE: GRANTS COORDINATOR**

---

- Knowledge of Community Development Block Grant program, and/or federal funding programs for City projects, economic development and affordable housing.
- Research and analysis methods and techniques; statistical and financial analysis.
- Current economic development, demographics and market trends in the Fort Bragg area, local and regional business and real estate markets.
- Ability to communicate orally and in writing in Spanish.

**Ability to:**

- Coordinate compliance with grant requirements.
- Understand and interpret analytical studies and surveys.
- Compile and analyze relevant information and draw valid conclusions to develop recommendations to resolve issues.
- Communicate effectively both orally and in writing.
- Organize workload to ensure responsibilities are completely timely.
- Manage competing deadlines, short-term deadlines, and frequent changes/additions to planned schedules.
- Use a personal computer to generate reports and maintain records in word processing and spreadsheet software.

**REQUIRED EXPERIENCE/EDUCATION**

- Experience working for or with grants and/or grant agencies; or experience in public or private project management, on projects and programs in economic development, housing, urban planning, economics, and/or business assistance.

**DESIRABLE EXPERIENCE/EDUCATION:**

- Bachelor's Degree from an accredited college or university in Public or Business Administration, Finance, Economic Development or a related field.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

---