

Job Description: Grants Coordinator

Job Posting: January 8, 2014, 9:00 A.M. **Closing Date:** January 31, 2014, 4:00 P.M.

Full-time Shift: 8:30 a.m. – 5:00 p.m.

Salary: \$45,000 Annual Salary; with incentives

Benefits: Competitive Benefits Package

Department: Planning

Job Summary

Under the direction of the Director of Finance and Administration performs high-level professional work related to grant writing and coordinating grant management activities on a citywide basis. Grant writing and grant management responsibilities include: determining grant funding needs for the City of Blue Island; researching and identifying grant funding opportunities from federal, state and private sources; reviewing grant requirements in determining eligibility; providing technical assistance and training to departments in grant writing, preparation and management; providing technical expertise in determining grant compliance requirements; and maintaining centralized reports of citywide grant activity for programs evaluation and auditing.

Minimum Qualification

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or related field, plus two (2) years' experience in grant writing, obtaining grants and grant management. Possession of a Master's Degree from an accredited college or university in Public or Business Administration is preferred.

Knowledge Skills and Abilities

Ability to interpret federal, state and local government laws and regulations regarding grant contracts and management. Working knowledge of grant administration systems, processes and budgeting. Ability to ascertain compliance with laws and regulations pertaining to grant management. Ability to tactfully communicate with others. Skills in organizing information in a logical manner to support audit results. Working knowledge of applicable software programs such as, Microsoft Excel and Microsoft Word. Excellent attention to detail. Ability to meet target deadlines and manage time effectively. Excellent written and oral communication skills.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally performed under a job title or those to be performed temporarily outside an employee's normal line of work.