

GRANTS COORDINATOR

PURPOSE AND NATURE OF WORK

Grants coordinators are responsible for the solicitation and management of a majority of the grants received by Lafayette Consolidated Government. Work involves researching and providing assistance in obtaining available grants and maintaining records and files necessary in the administration of grants. Incumbents interact in an official capacity with various funding agencies.

Work is performed in conjunction with other grants coordinators and under the general direction of the Community Development Grants Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Research, document, and disseminate funding source guidelines and regulations from Federal Register and other publications. Coordinate and assist all City-Parish departments in the development and submission of required funding documents, including refunding applications, new applications, and expiring grants; prepare City-Parish Council resolutions in support of applications; obtain necessary legal opinions; submit newspaper notices; hold public hearings. Serve as liaisons for Consolidated Government with other funding source representatives. Develop and assist in the implementation of plans and programs. Submit plan details for review; prepare bids for service when necessary; assist in reviewing bids; recommend contract awards to the City-Parish Council. Prepare ordinances and resolutions in support of applications. Explain grant guidelines and regulations. Maintain necessary files and records; submit required reports.

Perform related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the laws, regulations, requirements, and guidelines governing local, state, and federal grant-in-aid programs.

Knowledge of City-Parish operations and services where various grant programs are applicable.

Ability to effectively communicate, orally and in writing, to groups and to individuals.

Ability to establish and maintain effective working relationships with other employees, grant program representatives, and City-Parish officials.

Ability to research and report data necessary for grants-in-aid.

Ability to work independent of immediate supervision.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in business or public administration and administrative experience in coordinating Federal grant-in-aid programs which required research, record-keeping and report writing; or any equivalent combination of training and experience.