

# **GRANT WRITER**

## **Job Description**

This position involves research, preparation, and compliance of Grants that involve local, state, and federal funding.

### **EXAMPLES OF DUTIES**

Develops a grants administration work plan which includes goals, objectives and compliance measures for the grants function. Prepares periodic reports on fiscal status of grants and other resource programs. Manages grants by preparing recurring notices to departments on grant program expenditures and reports that are due. Provide technical assistance to all grantees during the life of awarded projects. Monitors and interprets applicable laws, regulations and policies and stays abreast of related trends and best practices. Utilizes computer in all aspects of work; performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

A High School Degree or its Equivalent. Governmental Grant Writing Experience preferred with proficiency in Microsoft Word and Excel.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of municipal services, or the ability to learn same within a relatively short period of time; knowledge of local, state, and federal grant procedures; skilled in the operation of office equipment such as multi line phone systems, calculators and computers; ability to maintain accurate financial records and reports; ability to perform simple mathematical calculations; ability to exercise sound judgement in making decisions in accordance with applicable laws, ordinances, policies, and procedures; ability to deal effectively with the public in processing customer requests/complaints and coping with extreme cases of human behavior; ability to maintain effective working relationships with other employees; ability to read computer printouts; ability to communicate effectively; ability to process a large volume of fiscal transactions rapidly and accurately. Ability to learn new computer applications in a timely fashion.

### **SALARY**

Depending on qualifications.