CITY OF LAUDERHILL, FLORIDA
JOB DESCRIPTION

JOB TITLE: ~~POSITION TITL~~ASSISTANT GRANTS MANAGER~~E~~

GENERAL STATEMENT OF JOB

The purpose of this position is to~~... Under general direction of the City Manager or designee, the purpose of the position is to~~ assist in overseeing the administration of all grant funds in support of the various departments within the City.~~—~~ Under the direction of the Grants Administrator ~~e~~Employees in this classification perform specialized professional work involving administering and overseeing multiple ~~-~~grants, grant-funded programs, and contracts; ~~and/or~~ preparing grant applications; ~~and~~ monitoring all programs ~~by evaluating their~~through evaluation of effectiveness, and ensuring compliance with specific regulations, goals, and objectives established in the various grant ~~proposals~~program agreements ~~prepared by~~between the grantor and the City~~-~~. ~~Performs related duties as requested.~~

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

~~Assists with the grants administration process as directed by the City Manager; assists with coordinating research efforts for grant types and availability; prepares grant applications.~~

~~Assists with monitoring and reviewing local, state, and federal guidelines concerning all grant programs; initiates the preparation of documentation, applications, forms, and requests specific guidelines to aid in determining grant applicability to the City's goals and objectives.~~

~~Assists with the preparation and distribution of documents to advise personnel, as appropriate, of adopted legislation, regulations, public policy, etc., affecting grants.~~

~~Assists with comprehensive grants compliance monitoring and reporting systems for ensuring compliance with grant regulations and scheduled reporting deadlines.~~

~~Assists with the coordination and/or outline of goals and objectives of programs; monitors progress of grant programs; prepares program descriptions and budgets for reporting guidelines.~~

~~Assists with coordinating the administration of certain specialized construction projects; provides technical fiscal assistance and training to project staff as necessary.~~

~~Assists with the development and composition of grants proposals to obtain available government and private funding for various programs and projects.~~

~~Assists with the preparation of required reports and provides information and explanations of grant fund financial activity; organizes meetings with project participants and staff, presenting findings and recommendations.~~

~~Assists with the collection of data from departments to package and submit reimbursement requests from funding sources and monitors grant expenditures. Monitors state system to ensure receipt of warrants for full grant amount.~~

~~Assists with maintaining documentation of all expenditures and other information required for internal, and State, and Federal periodic audits.~~

~~Assists with the negotiation of terms and conditions of awards and sub-awards which may also include changes in scope or requests time extensions from funding sources in order to obtain contract amendments reflecting changes.~~

~~Researches, prepares and assists in analysis and interpretation of data for consistency with local, state, and federal governing agreements, statutes, rules and regulations.~~

~~Required to train in various Federal and State reporting systems to submit program evaluations and request drawdown of funds based on completed benchmarks.~~

~~Interpret federal and state regulations as they pertain to city programs.~~

~~May assist members of the community in finding and writing grants as approved by City Manager.~~

~~Assists with HOME, SHIP, and CDBG compliance requirements to include the following:~~

~~Publishes public notifications of grant availability and changes to LHAP~~

~~Reviews/verifies grant applications and schedules interviews~~

~~Verifies Homestead, recording of mortgage~~

~~Develops process for LHAP/CDBG activities~~

~~Conducts lien searches and environmental review based on Federal regulations~~

~~Completes annual, quarterly and monthly reports~~

~~Maintains compliance with CDBG & HOME rules and regulations per 24 CFR requirements~~

~~Maintains compliance with SHIP Rules and regulations per State of Florida Statutes and the SHIP manual.~~

~~Performs routine office functions such as faxing, filing, answering phones and servicing office machines.~~

~~Performs related duties as described.~~

Assists with ensuring adherence and compliance with all Federal, State, and County laws, rules and regulations that govern the City's Grant programs. Ensures compliance with federal regulations including, but not limited to, Davis Bacon Labor Act, Fair Housing, Lead Based Paint Hazards, National Environmental Policy Act (NEPA), State Environmental Policy Act (SEPA), and other requirements. Assists with development of and modifications to policies and procedures documenting compliance of Housing and Services Program with federal requirements.

Assists with development and completion of the five-year Consolidated Plan and Annual Action Plans, establishing a work program with allocation of resources received through federal Department of Housing and Urban Development (HUD) entitlement grants to the City. Assists with ~~R~~reviews~~ing~~ of report(s) and information with City Management, City Commission, and Citizen through public hearings, and makes appropriate entry into HUD's IDIS. Assists with preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD on entitlement program activities and financial status.

Assists with administering set-up of CDBG projects and activities in HUD's Integrated Disbursement Information System (IDIS); tracks accomplishments and generates required reports; creates, monitors and reports on CDBG Activity Vouchers in IDIS; report on National Objects required data and other Activity-related requirements.

Assists with carrying out timely execution of all drawdowns and reimbursement requests of all grant program funds including, but not limited to, CDBG, HOME, state and other federal grants, and Foundations grants. Assists with collection of data from departments to package and submit reimbursement requests from funding sources; and monitors grant expenditures. Monitors State system to ensure receipt of warrants for full grant amount.

Assists with conducting financial analysis and monitoring of the City's grants including, but not limited to, reconciliation of all grant program expenditures on a monthly, quarterly and annual basis, working with the City's Financial Department, including those for CDBG, SHIP, HOME, ARPA, and other Federal and State-funded/grant programs. Maintains and updates financial records for grants and contract budgets, which may include federal, state, formula, and discretionary funds to assure compliance with grant reporting, fiscal guidelines, and contract requirements. Assists with year-end fiscal grant reconciliation, revenue/expense accruals, and required federal and state reports.

Assists in the preparation of biennial preliminary budget recommendations, as assigned. Analyzes and reviews budgetary and financial data. Assists with budget development for entitlement awards and program income. Assists in the preparation of the City budget.

Writes and prepares public notices and newspaper advertisements to inform the public about the availability of grant funds to assist low and moderate-income households. Assists with other Public notice requirements and monitoring. Assists with writing and preparing grant-related agenda items for City Commission meeting agenda.

Assists with the implementation and compliance monitoring of federal, state, and local program policies and procedural requirements for all City grants by City staff, consultants and/contractors including, but not limited to, Build America Buy America (BABA) Act. Assists with oversight of Section 3 compliance, monitoring and reporting requirements. Assists with compliance monitoring and reporting for Davis-Bacon and other labor requirements.

Assists with contract administration and monitoring of all contract agreements in the Grants Division. Prepares scope of work, prepares and issues NTP, monitors contract compliance and payments, and monitor agreement timelines. Reviews and approves payment invoices.

Assists with development and maintenance of Standard Grant Program Tracking and Monitoring processes, and required file maintenance. Assists with development and maintenance of an internal Grants Management System. Assists with maintaining documentation of all expenditures and other information required for internal and State and Federal audits. Assists with conducting internal program al audits of all City grants/awards, and assists with retrieving and th preparing grant records for federal and state program audits, including grants closed within the past 5 years or before; and coordinates with City staff in preparing for annual and periodic audits and on-site monitoring. Interacts with HUD monitoring staff and state auditors; provides information on all programs and processes; and incorporates recommendations into policy and procedure for program improvements.

Assists with oversight of the implementation and management of federal and state grants to support housing programs, including but not limited to SHIP, HOME, and CDBE programs. Assists with review and preparation of response of all CDBG-related, SHIP-related and HOME-related correspondence and documents received from and submitted to HUD, SHIP Administrator, and County. Provides related comments and input for City Management, as appropriate. Assists with implementation and management oversight of other federal and state grants to City's capital projects, studies and/or programs and initiatives. This includes, but not limited to, coordinating the administration of certain specialized construction projects, providing technical assistance to project team on grant requirements and compliance.

Assists with oversight of the implementation and management of State, County, and private not-for non-profit and Foundation grants, as well as related grant programs and initiatives. Assists with preparation and completion of Federal and State Appropriation requests, and post-award management of same. This includes, but not limited to, developing and composing application proposals and overseeing implementation and management of awards.

Assists with writing grant applications and creating required budgets and budget work plans, as well as post-awards grant management. This includes, but not limited to, researching required information and data; preparing program budget and required work plan; and developing and composing application proposals. It also includes monitoring and reviewing local, state, and federal guidelines concerning all grant programs; initiates preparation of documentation, application, forms, and requests specific guidelines to aid in the determination of grant applicability to the City's goals and objectives.

Performs other duties as assigned.

~~**MINIMUM TRAINING AND EXPERIENCE**~~

- ~~Bachelor's Degree in planning, public administration, business or a related field, and~~
- ~~Two (2) years of experience in grant writing and public policy analysis or grants administration, OR~~
- ~~High school diploma or equivalent, and~~
- ~~Ten (10) years of experience in grant writing and public policy analysis or grants administration~~
- ~~Valid State of Florida Driver License~~

~~If no applicant(s) meet the specific requirements above, an equivalent combination of education, training, and experience may be considered.~~

MINIMUM QUALIFICATIONS

- ~~Master's~~Bachelor's degree from an accredited college or university in Urban Planning, Public Administration, Community Development, Business Management or related field~~A~~; **AND**
-
- ~~Two~~Five (5~~2~~) years of experience overseeing major federal, state and local government program responsibilities; administering housing and community development programs, HUD policies and procedures, Federal Integrated Disbursement and Information System (IDIS) ~~IDIS~~ and the CDBG program; and inputting and analyzing ~~g~~ data, and generating and interpreting reports in IDIS~~the Federal Integrated Disbursement and Information System (IDIS)~~ for project activities fund~~s~~ by CDBG.~~B; AND~~
-
- ~~C.~~

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert light physical effort to perform sedentary to light work, which may involve some combination of lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time in a stationary position.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Intelligence: The ability to apply common sense understanding to perform tasks.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed without exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.

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