

CITY OF TALLADEGA

JOB DESCRIPTION

Job Title: Grants Coordinator

Department: Finance

FLSA: Non-Exempt

Grade: 6

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: August 2025

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Finance Director

Subordinate Staff: None

Other Internal Contacts: All City Departments

External Contacts: General Public; State and Federal Agencies; congressional and state legislative contacts, and other municipalities.

Job Summary

Under the general supervision of the Finance Director, the employee is responsible for pre-award planning, organization, preparation, and post-award administration of various grants. This employee ensures grants comply with funding, regulatory, and policy requirements. The employee interacts and provides guidance and support to Departments with the identification, development, and management of grants. This position includes development of grant applications and/or action plans, coordination with sub-recipient selection process, monitoring grants, maintaining grant project files, and performing various related administrative tasks. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not all inclusive, and other duties may be required and assigned. A person with a disability that the ADA covers must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Grant Coordination. Performs continuous research on available grants for Departments and projects. Conducts research, completes applications, administers received grants, and monitors grants at the direction of the Finance Director.

1. In conjunction with the Finance Director, consults with the Departments to determine funding needs.
2. Research funding agencies and available funding from each.
3. Create and maintain files with demographic, financial, and narrative information for use in grant applications, updates information routinely.
4. Research requests proposals and determines if funding meets the City's needs.
5. Prepares grant application/proposal with background material and supporting data.
6. Ensures grant application deadlines are met.
7. Attends grant compliance workshop for detailed instructions on grant procedures, limitations, and guidelines.
8. Monitors requested budgetary information and tracks expenditure on grant funds.
9. Create regular periodic reports and submits to the granting agency.
10. Files and submits appropriate documents for reimbursement of funds from the granting agency.
11. Meets with Department Directors on grant approvals, requirements, and reporting.
12. Completes yearly and close-out reports upon completion of the grant period.
13. Coordinates with the Finance Director to ensure proper financial reporting for open grants.
14. Conduct research into available grants and qualifications for each.
15. Conduct research on available sources of funding and communicates with the Finance Director and Departments.
16. Compiles necessary information for application process through collaboration with the Finance Director and Department Directors, database research, and other fact-finding actions and meetings.
17. Conducts continuous tracking of approved grants to ensure requirements and reporting are met.
18. Perform other related duties as assigned.

ESSENTIAL FUNCTION: Administrative and Clerical Functions. Promotes a conducive and coherent work environment by operating under the direction of the Finance Director positively, conducts research on laws and regulations to ensure compliance with the coordination and administration of grants, and maintenance of files and records.

1. Develop and maintain a library of reference documentation, including such information as funding agency requirements, forms, and other pertinent material.
2. Prepare and compile all components of grant submissions, ensuring the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
3. Coordinate and assist in planning and preparation of grant proposals for Departments, providing guidance and assistance in the interpretation of funding agency regulations and requirements.
4. Advise and assist in the preparation of grant documentation; maintains complete and accurate files.
5. Create and distribute standard and special reports, summaries, analyses, as required/needed.
6. Monitor and coordinate administration of post-award grants to ensure budgeting and administrative policies, procedures, and agency requirements are met.
7. Prepare and maintain a city grant list for Auditors.
8. Prepare all grant accounting and compliance reports as required.
9. Prepare and/or supply data for state and federal grant reports or reimbursement requests.
10. Type and/or prepare correspondence, resolutions, agenda items, and various documents as requested.
11. Perform filing tasks.
12. Enter data and operate computers, copiers, scanners, and printers.
13. Create spreadsheets compiling various grant-related data.
14. Develop and maintain grant master files and paperwork related to programs funded by grants.
15. Perform other related duties as assigned.

Knowledge, Skills and Abilities
(* Can be acquired on the job)

1. *Knowledge of City and departmental rules, regulations, policies and procedures.
2. *Knowledge of City buildings, facilities, equipment, properties, and road system.
3. *Knowledge of traffic rules and regulations.
4. *Knowledge of safety regulations and ability to detect potential hazards or violations.
5. *Knowledge of personal protective equipment (PPE) and proper usage.
6. Knowledge of public management practices.

7. Knowledge of federal and state programs providing grant opportunities and funding.
8. Knowledge of management principles and procedures.
9. Knowledge of principles and practices of grant management to include applicable state and federal laws, rules, and regulations as needed to develop and manage grant programs and projects.
10. Knowledge of budgeting policies and practices as needed to prepare or direct the preparation of budgets and review and analyze grant budgets and internal fiscal documents.
11. Knowledge of grant writing to include the application procedures and guidelines for state, federal, private, and corporate foundation grants, as well as administrative regulations for funded projects, as needed to write grants, develop budgets.
12. Knowledge of federal agency guidelines, codes, laws, regulations, standards, and policies and procedures related to grants as needed to ensure compliance and apply to the development, coordination, and supervision of grants.
13. Knowledge of funding sources and basic grant writing.
14. Reading skills to read, understand, and explain federal laws, local ordinances, and guidelines.
15. Communication skills to effectively communicate internally and externally, both orally and in writing.
16. Verbal skills to effectively communicate with co-workers, elected officials, and the general public.
17. Writing skills to create complete technical reports, documents, and presentations using correct English, grammar, punctuation, and spelling.
18. Math skills to accurately project and monitor budgets, monitor grants, and other accounting activities.
19. Computer skills to create documents and enter budget information.
20. Ability to analyze technical problems, develop and apply appropriate solutions.
21. Ability to use computers and office productivity software and produce appropriate graphics, charts, layouts, and design documents that effectively communicate ideas.
22. Ability to efficiently organize and manage daily operations.
23. Ability to use standard office equipment and multi-line telephones.
24. Ability to deal with all contacts in a courteous and patient manner.
25. Ability to work independently with little or no supervision or work in part of a group.
26. Ability to handle stressful situations and use good judgment.
27. Ability to make presentations in public.
28. Ability to safely drive and operate position related equipment and knowledge of the appropriate equipment needed.
29. Required to attend Effective Communication, Customer Service, Time Management, Civility, and Grant Administration training.

Minimum Qualifications

1. Requires a minimum of three (3) years of experience in grant solicitation and management with a thorough understanding of local, state, and federal funding sources.
2. A graduate of an accredited college or university with a bachelor's degree in public administration or a related field is preferred.
3. Ability to work nonstandard hours.
4. Ability to travel out of town and locally.
5. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Acknowledgment

I acknowledge that I received a copy of this job description, reviewed it, and understand the duties within.

Employee Name	
Employee Signature	
Date	

Witness Name	
Witness Signature	
Date	