



## **CITY OF WINTERS**

### **GRANT WRITER**

#### **DEFINITION**

Position serves as a key member of the City's Mid-Management Group, coordinating applications, grant submittals and administration of grants for all city operations. This includes working closely with all departments, seeking information on all city operations and assisting in gaining a variety of funding. Coordinate and implement all aspects of research and evaluation for the city's general grants programs in all city departments.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from City Manager/Department Head.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - Essential functions may include, but are not limited to, the following:

Researches public and private grant programs.

Identifies, coordinates, writes and submits for approval grants for funding projects, programs and activities.

Prepares grant application.

Tracks and reports the status of grant applications for monitoring contracts.

Ensures projects remain on schedule; follows procedures on proper close out of grants.

Write clear and compelling grant proposals to a variety of potential funding sources.

Work with staff to assure that all reimbursements are made for grants.

Complete and maintain a database of existing grants.

Track current grants in order to ensure timely submission of progress reports and applications for renewed support.

Work with all departments to obtain updated information on various program and budgetary activities for all grants.

Update/revise attachments to meet the specifications of the potential grantor.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of program development, budget, and financial and statistical record keeping.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Recent developments, current literature, and information sources in regards to grants and social service programs.

Research methods and techniques including statistical analysis and techniques.

Applicable federal, state and local laws, rules and regulations.

### **Ability to:**

On a continuous basis, analyze technical reports; interpret and evaluate staff reports; know laws, regulations and codes.

Plan the work of technical and statistical data, research, and the preparation of plans and technical papers.

Interpret and explain applicable laws, codes and ordinances.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply city and department policies, procedures, rules and regulations.

Evaluate and develop improvements in operations, procedures, policies or methods.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two years of recent experience in administrative work and experience writing and procuring federal, state and/or county grants related to city government projects highly desirable.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, or public administration, political science, social work or a related field.