

**City of Carson City
Agenda Report**

Date Submitted: 7.7.15

Agenda Date Requested: 7.16.15

Time Requested: 10 minutes

To: Board of Supervisors

From: Nancy Paulson, Deputy Finance Director

Subject Title: *(For possible action)* To approve the reclassification of a Grants Program Coordinator (CCEA 41 / P1) position to a Grants Administrator (P2) position and approve moving the position from the Community Development Department to the Finance Department. *(Nancy Paulson, npaulson@carson.org)*

Staff Summary: The Grants Program Coordinator position is currently assigned to the Community Development Department. The Board is being asked to reclassify this position to a Grants Administrator position under the Finance Department. This position will be responsible for seeking new grant opportunities and overseeing compliance with current grants.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify):

Does this Action Require a Business Impact Statement: Yes No

Recommended Board Action: I move to approve the reclassification of a Grants Program Coordinator (CCEA 41 / P1) position to a Grants Administrator (P2) position and approve moving the position from the Community Development Department to the Finance Department.

Explanation for Recommended Board Action: This is a classified position responsible for identifying grant funding opportunities for the City and overseeing compliance with current grants. In addition, the position will develop policies and procedures for the administration of grants, maintain the City's Equal Employment Opportunity Plan, review program needs and maintain the files and records relating to grants received by the City. The position will report to the Carson City Finance Director.

The compensation range for the proposed position is a Grade P2 (\$54,684 - \$82,026). The compensation for the Washoe County Grants Administrator position is \$64,500 - \$83,824. The City of Reno, the City of Sparks and Douglas

County do not have a similar position. Staff proposes to fund the position through grants that allow for administrative expenses and the general fund.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: Approximately \$7,200 for FY 2016. A portion of which could be reimbursed by grant funding.

Explanation of Impact: The employee in the current Grants Program Coordinator position would receive an initial 10% increase upon being reclassified. The current compensation range for this employee adjusted for Pontifex (P1) is \$49,527 - \$74,290. (The P1 and P2 compensation ranges referenced above are contingent upon approval of the CCEA contract.)

Funding Source: Grant Funding and the General Fund

Supporting Material: Draft Job Description

Prepared By: Nancy Paulson

Reviewed By:

Lida Williams

(City Manager)

Date: 7/7/15

Muhammad Al-Sayid

(Finance Director)

Date: 7/7/15

[Signature]

(District Attorney)

Date: 7/7/15

Board Action Taken:

Motion(s): _____ 1) _____ Aye/Nays
2) _____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE:	Grants Administrator	FLSA:	Non-exempt
DEPARTMENT:	Finance	GRADE:	P2
REPORTS TO:	Finance Director	DATE:	June 25, 2015

SUMMARY OF JOB PURPOSE:

Under general supervision, perform a variety of professional and technical duties involved in grant oversight, administration and procurement of services for funding granted to City Departments/Offices.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Identify grant funding needs and research and maintain information on available federal, state, local and private grant funding sources to maximize funding opportunities available to the City; coordinate with federal, state, local and private agency officials to ensure the City's awareness of possible grant funding sources for new and on-going projects.
- Administer procedures for the receipt of program funds from various funding sources; creates reports as required.
- Prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluations, to better achieve Department/Office program goals and objectives.
- Plan for and coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies.
- Research, monitor and coordinate fiscal compliance activities; maintain respective compliance requirements; provide current information to the Departments/Offices to maximize the City's opportunity for funding.
- Utilize a community support network and encourage by meeting with representatives of government bodies, local businesses, other groups or organizations to promote program objectives, develop new programs and solicit participation, efficiently utilizing available expertise.
- Review funding requests and coordinate the review process.
- Develop, monitor and maintain grant project tracking systems to ensure timely preparation of grant applications and implementation of grant requirements.
- Maintain a variety of files and records related to grant/program activities; prepare financial, statistical and operational reports for compliance with grant requirements.
- Prepare and recommend the program budget, make recommendations for space utilization and purchase equipment and supplies; approve expenditures and monitor budget accounts.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Provide administrative support to the Department/Office or program to include coordinating meetings logistics, preparing agendas and meeting minutes, etc.; provide fiscal guidance, technical assistance and training to the Departments/Offices in the preparation of grant applications and in the development and implementation of proper procedures to ensure grant compliance and accountability systems; monitor the implementation of grant funded projects located throughout the City.
- Prepare and complete the City's Equal Employment Opportunity Plan.
- Perform grant and general fund reconciliation and projections.
- Ensure compliance with grant conditions for the City and the Department/Office, and ensure that all grant conditions are in compliance.
- Assists in all audit requirements for the City and sub-grantees.
- Conducts grant contract monitoring for City and sub-grantees.
- Answers any inquiries relating to proposed grants, contracts, budgets and program activities.
- Contributes to the overall quality of the Department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with all personnel contacted in the course of duties; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in accounting, finance, business administration, public administration or a related field; AND two (2) years of professional experience in finance, grants administration or compliance management; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

Required Knowledge and Skills

Knowledge of:

- Principles and practices of statistical data analysis.
- Principles and practices of project budgeting.
- Principles and practices of budget preparation and fiscal analysis.
- Principles and practices of public administration and management.
- Principles and practices of program evaluation.
- Computer applications that relate to the job including but not exclusive to Microsoft Windows, Word, Office, Excel, Internet and E-Mail applications.

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- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Communicating effectively in oral and written forms.

Skill in:

- Reviewing financial documents for completeness and accuracy.
- Compiling and reviewing budget figures.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Making accurate arithmetic calculations.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Instructing others in work procedures; interpreting, explaining and applying requirements, rules and regulations related to various funding sources; interpreting, explaining and applying principles and practices of grant administration.
- Using initiative and independent judgment within established procedural guidelines.
- Applying computer applications related to the job including but not exclusive to Microsoft Word, Office, Excel; Internet and E-Mail applications.
- Communicate clearly and concisely, both orally and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Demonstrating courteous and cooperative behavior when interacting with personnel contacted in the course of duties; acts in a manner that promotes a harmonious and effective workplace environment.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
3. Employees may be required to complete Incident Command System training as a condition of continued employment.
4. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.00 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
5. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”