

## **GRANTS SPECIALIST**

**Department:** Community Development  
**Division:** N/A  
**Appointing Authority:** Mayor

**Grade:** 10  
**Revision Date:** 8/18  
**Bargaining Unit:** S

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### **Definition:**

Leadership of a municipal Community and Economic Development department. Performs detailed and complex administrative and technical duties in the operation of department. Responsible for the organization, application, development, implementation and management of the city and grant funded activities administered by the department.

Performs all other related duties as required that are logical to the position.

### **Supervision:**

Works independently under the general direction of the Mayor

Supervises department staff. Will work collaboratively with town, regional and state boards, agencies, and personnel as required; assists in the monitoring activities of sub-recipients and sub-grantees.

### **Environment:**

Most duties are performed under typical office conditions, including operation of computers, calculators, telephones, printers, copiers and other standard office equipment.

Some duties may require site review of Grant projects and activities; which may involve walking and climbing over uneven terrain; climbing stairs, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, asbestos, lead paint, mold, noise and other associative building or field conditions.

Must drive self or have transport to and from field, building and project sites.

Has extensive contact with employees, town departments, commissions and boards; outside organizations, state agencies, and the general public that requires patience, diplomacy, tact and courtesy.

Errors in performance may cause legal or financial repercussions, considerable confusion and delay, and lead to adverse public relations.

### **Essential Functions:**

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for development and implementation of City community and economic development initiatives, including supervision of Community Development Block Grant staff. Responsible for management of Community and Economic Development department. Responsible for fiscal management of multiple grants budgets and coordination of municipal funds having to do with community development projects. Self-supervising, accountable for results of department. Responsible for implementation of the Housing and Economic Development aspects of Greenfield Master Plan, as directed by the Mayor and in coordination with the Sustainable Greenfield Implementation Committee.

- Participates in the long-range planning, development of marketing strategies and activities, and actions for business attraction, retention, and assistance efforts;
- Represents the Greenfield Redevelopment Authority and the City administration to various private enterprise and public agencies;
- Coordinates efforts and information with various organizations and agencies such as: Chambers of Commerce, Regional Employment Board, Franklin Regional Council of Government, City Departments and others throughout the region, to identify, attract, retain and assist business and industry;
- Brings together available resources of the area, the State and Federal Government with potential business development opportunities including incentives, financing, grants and workforce training;
- Researches and compiles demographic and economic data in response to prospective client inquiries;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service in recruiting and retaining businesses for the area.

Oversees administration of town's grant funded activities in a wide variety of areas, particularly to do CDBG program(s) This position independently performs multiple tasks following guidelines established by grant funding sources, state and federal laws and regulations and department and municipal procedures.

Designs and seeks funding for grant eligible projects and programs; manages projects and programs in accordance with state and federal law and regulations.

Researches and evaluates the economic development, infrastructure, housing and social and human service needs for the town.

Ensures timely implementation of grant objectives and completes all reporting requirements. Ensures compliance of grant activities in accordance with legal and regulatory requirements and guidelines on the local, state and federal level.

Performs community outreach and coordination regarding community development activities. Conducts public hearings and public information meetings a necessary.

Represents the department at various public meetings and meetings with other governmental and private agencies.

Coordinates department activities and projects with other municipal departments. Works with other departments to develop grant applications and comply with grant requirements.

Supervises consultants and contractors, evaluates their performance, and develops and implements corrective measures when required to properly complete projects in a timely manner.

**Minimum Qualifications:****Education and Experience:**

This leadership position for the City which oversees expenditure of the City's federal funds requires knowledge of CDBG programs, laws, and operations, and requires good interpersonal skills, the ability to motivate and lead others, and communicate well both orally and in writing. Requires a bachelor's degree in planning, public administration, housing administration, community development or related field and a minimum of 8 years of experience in housing, community development and/or planning

Bachelor's degree in a discipline related to Planning and Development strategies, programs and activities or Grant Administration, and minimum of two years of related professional experience; Masters degree in related field preferred with at least one years experience; public sector experience necessary; or, a combination of education and experience that enables performance of all aspects of the position.

Must demonstrate track record of high level of responsibility with grant applications, strategies, administration and management; and must demonstrate leadership skills in the context of formal organizations, specifically municipal organizations and administration including standard budget monitoring practices.

**Knowledge, Ability and Skill:**

Ability to establish and maintain effective working relationships with diverse interest groups and work cooperatively with supervisors, staff, and elected or appointed officials and the general public. Ability to plan, analyze, carry out projects, consult and offer advice, requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity.

Strong organizational skills in a multi-task environment required. Ability to plan and work with general supervision or specifically as directed; ability to work on several on-going tasks and assist to carry out community economic development, planning and research projects. Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail. Ability to meet deadlines and work effectively in pressure situations.

Knowledge of or ability to learn the principles and practices of community development grants management; and of state and federal laws, regulations, or programs related to grant administration and oversight of programs or projects; Experience with research methods and report writing; familiarity with grant preparation and administration.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required.

**Physical Requirements:**

Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus and color vision. Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

Must be able to communicate and be understood clearly, give presentations or participate in other public discourse situations. Position requires the ability to access off-site premises that may not be handicap accessible.

**Special Requirements:** May be necessary to attend evening or weekend meetings on occasion. Must have a valid class D drivers license; Must drive self or have transport to and from field, building and project sites.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Approved:**

EXECUTED 8/22/2018 AND ON FILE IN THE HR DEPARTMENT

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date  
Initial: 6/06, 8/18

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Mayor

\_\_\_\_\_  
Department Head

[SSEA Review \_\_\_\_\_ ]  
(Initial)