


JOB DESCRIPTION
Grant Administrator

Date of Last Revision: March, 2022

 WESTERLY Rhode Island	DEPARTMENT	Development Services		
	REPORTS TO	Town Manager		
	FLSA STATUS	Non-Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Director of Development Services, the Grant Administrator position is responsible for the coordination of Town grants from inception to completion and for various activities, coordination, and implementation of the financial and operational performance of the grant.

ESSENTIAL JOB FUNCTIONS

- Develops and coordinates grant-funded programs for the Town from state, federal, and local agencies.
- Maintains Town's annual Sam.gov registration.
- Reviews literature dealing with funds available through grants from external agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.
- Facilitates an efficient proposal process and conducts effective project planning.
- Discusses program requirements and sources of funds available with appropriate staff.
- Confers with staff affected by proposed program to develop program goals and objectives and outlines how funds are to be used and explain procedures necessary to obtain funding.
- Works with appropriate personnel in preparing narrative justification for purchases of new equipment and other budgetary expenditures.
- Submits proposals for approval.
- Works with the Finance Department to maintain budget records for program and for auditing purposes.
- Resolves any conflicts with grants and troubleshoots issues when necessary.
- Writes grant applications, per format required, and submits application to funding agency or foundation.
- Reviews, edits and makes recommendations on grant proposals developed by other staff.
- Meets with representatives of funding sources to work out details of proposal.
- Directs and coordinates evaluation and monitoring of grant-funded programs or writes specifications for evaluation or monitoring of program by outside agency.
- Assists staff in writing periodic reports to comply with grant requirements.
- Maintains master files on grants including an orderly administrative records of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments including fiscal and operational reports.
- Monitors paperwork connected with grant-funded programs.
- Performs similar or related work as required, directed or as situation dictates.

ADDITIONAL JOB FUNCTIONS

- Attends conferences, seminars, training and meetings as required.
- Periodic additional work hours required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Working knowledge of the principles and practices of grant and project management.
- Working knowledge of office automation technologies used to increase efficiency in administrative support work.

SKILLS in:

- Skill in several different office software and equipment.

ABILITY to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Manage various computer applications including Excel and Word

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in business administration, assessment, public administration, or closely related field.
- Two years of experience in the areas of project teams, project management, grant proposal and development and grant management.
- Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS including:

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.

- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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