



City of Fort Lauderdale – Grants and Special Projects Coordinator

Job details

Salary

\$66,322 - \$102,813 a year

Benefits

The City of Fort Lauderdale offers a comprehensive benefits package to all regular full-time employees including vacation, holiday, and sick leave as well as medical, dental, vision, life and short-term disability insurance.

Full Job Description

This is highly responsible professional, technical and administrative work of considerable difficulty researching, developing and monitoring grants. The employee develops a schedule of programs, projects and activities to obtain grant funding; prepares grant applications and coordinates a wide variety of grants. Work also includes the research, analysis and coordination of a variety of special projects from inception through completion.

An employee in this class writes, reviews, monitors and disseminates information regarding state, local, federal, corporate and foundation grants, and ensures that grants are administered in accordance with local, state and federal policies. The employee exercises considerable initiative and independent judgment in planning, coordinating and completing work duties in support of department requirements, goals, objectives and activities. The employee must work effectively with other City departments, representatives of other governmental agencies, community and civic organizations, elected and appointed officials, consultants and vendors. Work may include supervision and coordination of grant office staff and support functions.

Work is performed under the general direction of an administrative superior. Work is reviewed through conferences, observation, reports and via program effectiveness and efficiency.

This job classification is included within the bargaining unit represented by Federation of Public Employees and therefore is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Fort Lauderdale and Federation of Public Employees.

The City offers a wide variety of benefits to their employees. In addition to the competitive benefits package and salary, the City offers 401(a) participation with a 9% City contribution and no employee match!!

Say "Hello" to the City of Fort Lauderdale and Say "Goodbye" to Your Student Loan! That's right! Under the U.S. Department of Education's Public Service Loan Forgiveness (PSLF) program, the remaining balance on your student loan may be forgiven after you have made 120 qualifying monthly payments while working full-time at the City of Fort Lauderdale! Please visit ***StudentAid.gov/publicservice*** for more information or to see if you qualify.

ESSENTIAL JOB FUNCTIONS

- Conducts research of available government and private foundation grants, and disseminates grant information regarding availability to appropriate agencies, departments and units.

- Coordinates, assists with, and writes grant applications, proposals, and grant amendments. Composes City Commission agenda items regarding grant applications, etc.
- Monitors grant fiscal records for compliance with local, state and federal policies and grant contracts.
- Prepares and submits monthly financial reimbursement requests and quarterly/annual financial reports.
- Implements and maintains automated tracking of grant status for auditing/budgeting and other informational needs required for statistical reports and analysis.
- Coordinates and secures cooperative efforts from other governmental agencies and their representatives, and community or civic organizations.
- As required, drafts interagency agreements for finalizing by the City Attorney's Office as part of the grant application process.
- Attends meetings involving joint venture grants.
- Acts as the department liaison with other agencies and community organizations and may represent the City at grant seminars, conferences and meetings related to potential funding.
- Prepares and submits grant progress reports. Collects data and evaluation information on all grants to determine the effectiveness of each program. Performs evaluations on each grant received.
- Coordinates with professional and technical personnel in planning, designing, developing and implementing grant funded programs and projects.
- Provides grant policy and regulation requirements to other department staff and ensures that grants are processed and programs are carried out in compliance with local, state and federal policies.
- Plans, researches, coordinates and administers a variety of special projects related to departmental operations.
- Establishes and maintains a resource library of completed grants.
- Distributes information regarding training classes, workshops, publications, and other resources available from granting agencies.
- May supervise grant office support personnel and operations to ensure proper day-to-day program management including budget/financial and reporting requirements.
- Coordinates department grant activities with the Assistant to the City Manager for Grants and Legislative Affairs.
- Performs related work as required.

JOB REQUIREMENTS & WORK ENVIRONMENT

1. Have successfully graduated from an accredited college or university with major course work in business administration, public administration, sociology or related field.
2. Have at least two (2) years experience involving technical level work in comprehensive research projects preferably with at least one (1) year in preparing and administering grants.
3. Additional qualifying work experience may be substituted for the college level educational requirement on a two (2) years experience basis for each one (1) year of the educational requirement.

SPECIAL REQUIREMENTS

Non-Essential Employees will not be required to work during a declared emergency but may be required to work in some capacity after the declared emergency. The employee's Department Head will determine when the employee will be required to work.

PHYSICAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time.

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.

SUPPLEMENTAL INFORMATION

The City of Fort Lauderdale is **AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AFFIRMATIVE ACTION EMPLOYER**. All applicants receive consideration for employment without regard to race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law (except as limited by Personnel Rules, Collective Bargaining Agreements, or bona fide occupational qualifications).

In compliance with the **Drug-Free Workplace Act** of 1988, the City of Fort Lauderdale is committed to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which it serves. Alcohol and drug abuse poses a threat to the health and safety of City's employees and to the security of the City's equipment and facilities. For these reasons, the City is committed to the elimination of drug and alcohol use and abuse in the workplace.

Title I of the Americans with Disabilities Act (ADA) protects qualified individuals with disabilities from employment discrimination. Under the ADA, a person has a disability if he has a physical or mental impairment that substantially limits a major life activity. The physical demands described within the job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the ADA, the City of Fort Lauderdale will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs

HOW TO APPLY/ VETERAN INFORMATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants may be required to take a medical examination and/or pass a drug screening prior to appointment.

An eligible veteran who enters an open-competitive examination shall receive preference points added to the total passing score earned in the examination as provided for in the Florida Statutes. To obtain veteran's preference, candidates **MUST** submit a copy of separation papers and the City of Fort Lauderdale's veteran's preference claim form (J204) at time of application.

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About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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