

CITY OF OMAHA CLASS SPECIFICATION

No. 0185

Grant Writer

NATURE OF WORK

This is professional work responsible for pursuing available federal, state and private grant funding opportunities for a City department. Work involves researching, preparing grant projects, and writing grant applications. Coordinates grant funding opportunities with the City of Omaha Grant Administrator. Employees in this classification work with relative independence, exercising considerable judgment and initiative, however, receiving general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Performs tasks involved in the grant application process including writing, developing program concepts, creating timelines, completing and submitting grant applications for an assigned City Department.

Assesses the funding needs and programs of the assigned City department and recommends sources of grant funding to address those needs.

Conducts research on potential new grant funding opportunities.

Writes letters of inquiry, budget narratives and provides supporting documentation.

Assesses and identifies components and information required to assemble successful grant applications.

Tracks and reports on the progress and impact of each grant in the assigned department.

Develops a budget and analyzes cash flow of each grant.

Maintains standards for disbursement of funds for grant activities as directed; ensures current budget guidelines and program rules and regulations are followed.

Prepares, maintains and presents various reports related to grant activities to department management.

Maintains accurate files and records on all assigned grant programs.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of public administration and the structure and functions of municipal government.

Knowledge of the guidelines for grant application preparation and funding processes.

Knowledge of the principles and practices of program development and administration.

Knowledge of the use of modern office systems, practices, and procedures.

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of federal, state and local budgeting and administrative procedures.

Ability to conduct research, effectively analyze and evaluate data.

Ability to interpret and apply regulations and policies.

Ability to prioritize and manage multiple tasks/projects simultaneously.

Ability to meet deadlines and work under strict time constraints.

Ability to organize, prepare and present effective oral and written recommendations and reports.

Ability to perform assignments with accuracy and attention to detail and to make decisions, recognizing precedents and practices.

Ability to communicate in order to respond to policy and procedure questions and to understand oral and written instructions.

Ability to establish and maintain effective working relationships with governmental officials, co-workers, and members of the general public.

Ability to sit from 76 to 100% of the time, stand and walk from 26 to 50% of the time, and to reach, bend, stoop, push, and pull up to 25% of the time.

Ability to use up to twenty (20) pounds of force up to 33% of the time, up to ten (10) pounds of force from 34 to 66% of the time, and lesser amounts of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor's degree in Public or Business Administration or a related field

AND

Two (2) years of professional level administrative experience in grant administration, or any equivalent combination of education and experience.

SPECIAL QUALIFICATIONS

Must be able to drive or coordinate transportation to work sites throughout the City during the course of the workday.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer and Assigned Software
Calculator
Copier
Telephone
Facsimile Machine

Approved: 2/3/2011