

# Special Projects Manager

## JOB SUMMARY

Under supervision of the City Manager, this position performs administrative activities related to federal, state, and local grants management and administration at the department level. Responsibilities include researching grant opportunities, developing and submitting grant applications, preparing and submitting financial reports, monitoring expenditures for grant compliance, and serving as a liaison to grant funding sources

## ESSENTIAL FUNCTIONS

Duties include, but are not limited to:

- Assisting City officials and departments in preparing grant applications and proposals; reviews and approves procurement documents supported by grant funds for compliance prior to submission.
- Coordinates the planning and preparation of grant proposals for one or more departments, to include preparing, developing, and presenting City Council Agenda Items
- Provides assistance and guidance in the interpretation of funding agency requirements.
- Pursuing new grant and program funding from federal and state agencies and serves as a city liaison to agencies providing grant funding; coordinates audit efforts for grant programs.
- Advises and/or assists as appropriate in the design, formatting and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.
- Develops and maintains a library of reference documentation, including such information as funding agency requirements, forms and other pertinent information.
- Monitors and coordinates the administration of post-award grants to ensure that administrative and budgeting policies, procedures and agency requirement are being followed
- Maintains knowledge of grant funding policies, regulations, and procedures.
- Maintains master calendar of grants and prospects and all associated files and correspondence
- Ensure that grant applications and awards are in compliance with municipal regulatory, funding agency, State of Georgia and federal policy requirements.
- Provides guidance support in the identification and development of grant opportunities.
- Monitoring financial status of department level grant awards; prepares/submits requests for reimbursements.