

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the planning, organizing, implementing, managing and ensuring compliance of all aspects of the City’s grant program; serving as technical authority on grants; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs a full range of professional administrative, analytical, and community relations related duties involved in the planning, organizing, managing, and directing the activities and operations of the City’s comprehensive grants management and development program, including oversight of federally and state funded grants, reviewing to ensure compliance and providing guidance for grant management of non-federal or state awards
- Develops methods and procedures to promote the proper and prudent administration and prevent any misuse of grant funds, including effective oversight, compliance monitoring and other appropriate review and evaluation activities
- Negotiates with outside agencies and resolves issues of grant eligibility, audit exceptions, and disallowed costs
- Reviews new grant opportunities that will benefit the City including a cost/benefit analysis,, overseeing the coordination and preparation of the grant application and submission process, ensuring appropriate supporting documentation for compliances
- Oversees the tracking of grant applications and receipt of grants using Project Ledger
- Develops and implements control systems to facilitate compliance monitoring
- Acts as liaison during annual monitoring, participates in internal audit and prepares related reports, ensuring record access and compliance with Federal and State requirements
- Serve as Co-Functional Area Lead of Financial System Project Ledger, including maintenance of m procedures , and training of staff
- Maintains standards for disbursement of funds for grant activities as directed, ensuring current budget guidelines and program compliance
- Advises City departments and outside agencies of requirements necessary for adherence to grant regulations and administrative procedures
- Serves as the Finance Department lead with the Federal Emergency Management Agency (FEMA) and the Tulsa Area Emergency Management Agency (TAEMA) on declared disasters
- Serves as the City’s authorized representative for identified grant systems, including but not limited to SAM.gov, the Unites States Treasury, FEMA Go and Housing and Urban Development’s (HUD) Integrated Disbursement and Information System
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from an accredited college or university with a bachelor’s degree in business/public administration, professional/technical writing, English or other related fields; **and**,
(b) Five (5) years of progressively responsible experience in a field relevant to the essential tasks listed in this job description; **including**
(d) Three (3) years direct experience monitoring grant funded programs.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, practices, methods and techniques of accounting and financial management; knowledge and understanding of Enterprise Resource Planning systems
- Knowledge of applicable federal, state and local regulations regarding grant funded programs
- Good knowledge of applicable local, state and national government operations
- Knowledge and understanding of Enterprise Resource Planning systems

Ability to:

- Ability to analyze and interpret fiscal records and to prepare accurate and complete reports
- Ability to analyze problems and recommend solutions to upper management and elected officials both verbally and in writing
- Ability to participate in both internal and external audits
- Ability to develop and implement monitoring control systems
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to five pounds; may be subject to sitting for extended periods of time, standing, walking, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: N-02

Group: Fiscal

Series: Financial Management