



CLASS TITLE | GRANTS/CONTRACTS ADMINISTRATION MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1092

Effective Date : 12/13/2023

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for researching, identifying, developing and responding to various grant opportunities, preparing and managing the administration of grant/contract proposals and applications for the City of Tulsa and performing other related assigned duties.

ESSENTIAL TASKS:

- Researches and identifies new grants or private funding opportunities to match the City of Tulsa strategic goals
- Assists and supports City departments in applying and submitting grants
- Evaluates grant applications to determine the City's manpower and/or funds capacity to successfully meet grant requirements and goals and makes recommendations to approve/disapprove grant applications and subrecipient contracts
- Prepares grant applications and performance reports for management accurately and timely
- Conducts public hearings and organizes community forums to encourage citizen participation in grant application processes
- Presents grants and reports to City management, including City Council
- Supervises staff administering contracts/grants
- Prepares and administers contracts for subrecipients in third party transactions
- Monitors subrecipient program, ensuring compliance with federal/private laws and requirements
- Manages staff maintaining current records in database, including grant tracking and reporting
- Manages subrecipient's relations/communications, responding to and meeting information/services requests promptly, soliciting feedback to improve service
- Serves as liaison between funding agencies, City and subrecipients
- Performs special projects as needed
- Evaluates area weaknesses and pursues and provides training and development opportunities
- Acts as Grants Manager as needed
- 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 the following or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

- (a) Graduation from an accredited college or university with a bachelor's in a field relevant to the essential tasks listed in this job description ; **and,**
- (b) Five (5) years of experience in grant administration, contract administration or other work experience related to the essential tasks.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of laws, federal regulations and circulars pertaining to grants and contract administration and principles
- Considerable knowledge of methods, standards, procedures and practices of grant writing
- Considerable understanding of methods, techniques and technical terminology used in grant applications and contracts
- Considerable knowledge of administrative analysis and statistical techniques as applied to organization and management problems.



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Ability to:

- Ability to demonstrate independent judgment in producing quality work within time constraints
- Ability to read and interpret regulations and laws governing private, state and federal grants/contracts
- Ability to research, comprehend and organize/supervise groups/processes/procedures
- Ability to distinguish and identify funding opportunities for special programs
- Ability to work effectively under pressure
- Ability to effectively communicate in public with good command of the English language
- Ability to work with all levels of internal/external personnel in diverse job functions, demonstrating excellent interpersonal skills
- Ability to analyze complex grant/contract cost principles and requirements and determine the probability of successful outcomes
- Ability to conduct detailed audits, utilizing audit principles and practices
- 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

Skill in:

- Strong skill in technical writing, intermediate level excel, word, access and database management

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, standing, reaching, handling, twisting and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver license

WORKING ENVIRONMENT: Working conditions are primarily indoors in an office environment.

EEO Code: E-02

Group: Clerical and Administrative

Series: Data Processing and Information Services