

**City of Chattanooga, TN**  
**Classification Title: Grants Specialist, Senior**

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting, Finance, Economics, or closely related field and two years experience in grant management/ coordination.

**LICENSING AND CERTIFICATIONS:**

None.

**KNOWLEDGE AND SKILLS:**

Knowledge of applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; grant management principles and practices; statistical methods; electronic data processing principles; negotiation techniques; Generally Accepted Accounting Principles (GAAP); research methods; budgeting principles and practices; analytical methods; mathematical concepts; and, public relations principles.

Skill in performing mathematical and statistical calculations; conducting research; analyzing a variety of data and making recommendations based on findings; handling multiple tasks simultaneously; auditing grant processes; collaborating with external agencies; preparing a variety of statistical and narrative reports; giving presentations; conducting negotiations with grantors and external agencies; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; and, establishing and maintaining effective working relationships with other employees and those contacted in the course of work.

**PHYSICAL DEMANDS**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

*The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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<b>Department:</b>	<b>Finance &amp; Administration</b>	<b>Pay Grade:</b>	<b>TBD</b>
<b>Supervision</b>		<b>FLSA Status:</b>	<b>Exempt</b>
<b>Received From:</b>	<b>Accounting Manager</b>		
<b>Supervisory Responsibility For:</b>	<b>None</b>	<b>Established:</b>	<b>06/29/07</b>
		<b>Revised:</b>	<b>11/01/07</b>

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for performing complete administrative functions associated with soliciting, securing, managing, and overseeing grants and foundation accounts for the City as well as performing grant audit functions. Duties include: assessing new projects, reviewing grant involvement and compliance, providing training for others involved with grants, coordinating grant paperwork, conducting related research and preparing related reports. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:**

The Grants Specialist Senior is the second level of a two level grants series.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

- Reviews grant involvement of the City and reviews compliance as per applicable guidelines; prepares applicable fiscal and narrative reports and submits to applicable Federal and/or State agencies.
- Provides training to subordinate grant coordinators within the City on procedures and applicable software. Performs routine checks to ensure grant timelines are met.
- Provides follow-up on special grants that require special paperwork after having communications with Federal agencies or officials.
- Works with external auditors in auditing grant information.
- Compiles and manipulates data and prepares related reports.
- Participates in/on a variety of meetings, committees, task forces, and/or other related groups in order to receive and/or convey information.
- Performs other duties as assigned.