

EAST BAY REGIONAL PARK DISTRICT

GRANTS MANAGER

GENERAL FUNCTION:

Under general direction, administers the District's public grants program to include initiating and managing outside funding contracts and those conferred under the District's Local Grants Program. Also serves as the District's technical authority on grants administration for internal matters and assumes technical representational responsibilities in external grant administration matters.

ESSENTIAL FUNCTIONS:

As delegated by the General Manager, in the capacity of the District's Principle Investigator for all grants awards; investigates potential grant programs; evaluates the eligibility of District projects, coordinates with various District staff and prepares grant applications and subsequent funding contracts; and monitors progress. Also supervises cooperative funding agreements and one or more financial support employees in the preparation of required financial reports and prepares required final reports to close out grants. The District's public grants program typically exceeds \$20 million in ongoing outside funding contracts and is a critical supplement to the General Fund and Measure AA Bond funds.

Administers the District's Local Grant program that distributes Measure AA funds to cities and county services within the District's regional boundaries. Funds are distributed on a per capita basis and typically exceed \$2 million in total. Reviews requests, determines eligibility, authorizes disbursements, prepares necessary financial documents and monitors the appropriate reporting by receiving agencies and organizations.

Maintains all pertinent records, files and documents; assures completeness and accuracy consistent with external and internal audit requirements. Regularly coordinates grant administration matters with internal acquisition, planning, design, operations, and financial staff and maintains regular and recurring contacts with various external grantors. Speaks authoritatively on grants administration matters as a representative of the District.

OTHER FUNCTIONS AND DUTIES:

Supervises one or more support employees performing the full range of supervisory functions, i.e., selection, direction, performance management, leave administration, employee and labor relations, and assures workplace safety.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in business or public administration or a related technical or scientific field; and

Experience: Four years of experience in public sector administration. At least two of the four years should be as a grants administrator. Supervisory experience is desirable.

Substitution: A Master's Degree in business or public administration may be accepted as an equivalent to a maximum of one of the required four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the granting process to include identifying available sources, marketing techniques, preparing documentation and reports and overseeing the entire administrative process. Demonstrated skill in successfully generating significant grant funding resources and maintaining adequate financial oversight. Ability to direct, evaluate and supervise work of assigned personnel. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Assistant General Manager for Management Services

Employment Category: Management, Range MG02
Replaces "Grants Specialist"
Adopted by Board: May 21, 2002
Resolution #: 2002-5-111

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