

**Title: Grant Writer/Administrator**

FLSA Status: Exempt

Reports to: Mayor/Village Clerk/Finance Director

Education/Experience:

- Bachelor's degree in Public or Business Administration, or related field.
- At least two years of experience in grant application writing, research, and financial tracking.
- A combination of education, experience, and training may be applied in accordance with Village of Tijeras policy.

Additional Requirements:

- Considerable knowledge of research methods for grant funded programs; principles of grant fund accounting, contracts and records management; grant application and administration process and procedures; project and grant management principles and techniques; Federal directives, programmatic assessments and government required forms; Village financial systems including budgeting and fund accounting; business and personal computers, and spreadsheet software applications; Village organization, operations, policies and procedures.
- Skilled in analyzing and compiling technical and statistical information to prepare grants, technical reports, proposals, and correspondence; preparing reports, correspondence and other presentations for internal and external audiences; assessing community needs and researching solutions; reading, interpreting, understanding and applying grant program standards and procedures, applicable Federal rules and regulations, and Village policies and ordinances; assessing and prioritizing multiple tasks, projects and demands; effective oral and written communications and technical report writing.
- Ability to assess and prioritize multiple tasks, projects and demands; interpret a variety of technical materials; prepare accounting/financial reports; reconcile revenue and expenditure; prepare, maintain and analyze accounting information and records; ensure compliance with accounting regulations, standards and polices; communicate effectively verbally and in writing; establish and maintain effective working relations with co-workers and representatives from other local, state and Federal agencies.

## Major Tasks and Responsibilities:

- Research and identify grant opportunities that meet Village needs and are consistent with the Village's objectives; assist departments with preparation of grant applications, collect and develop supporting data and documentation to meet funding agency requirements; facilitate the application process as needed; research, acquire and maintain Village, state and national statistics and resource information to support grant applications. Coordinate, administer, and identify grant opportunities, including policy and program development, funding recommendations, grant application analysis, contract development and monitoring, etc.
- Jurisdictional coordination: review grant financial requirements and accounting information, and coordinate fiscal compliance with funding agency. Coordinate and participate in Village meetings related to grant proposals and discuss funding needs to determine feasibility of grant-funded assistance; develop goals and objectives for funding departmental programs and activities; research sources of financial assistance; identify staffing, equipment, facilities, and related program needs. Identify grant funding requirements and restrictions; serve as liaison between the Village and outside funding agencies and service providers; provide assistance in resolving issues and conflicts with funding agencies. Create and maintain an accurate system to track grant programs and assist departments with reporting requirements; assist departments to prepare reports on grant-funded projects as required by funding sources; coordinate activities of large grant funded projects and programs to assure the technical requirements of the participating entities are met, and the Village's participation is beneficial and appropriate.
- Assist Village staff in developing partnerships with other agencies in order to expand funding possibilities; respond to requests for information; advise Village management on grant program issues and procedures; provide technical information to Village staff as authorized; provide assistance to other government agencies and the public within scope of authority.
- Position involves competing demands, performing multiple tasks, working to meet deadlines, occasional work beyond normal business hours. May be required to travel for meetings and trainings.

NOTE: This position is FLSA-exempt and subject to dismissal with or without cause, for any lawful reason, at the discretion of the Mayor and Governing Body.