

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Grants Coordinator

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	4	Non-Exempt	ResidentiServices	Director of Community Programs and Services

CLASS SUMMARY:

This position is responsible for evaluating and securing grant opportunities. Responsibilities may include reviewing potential sources of grants; preparing proposals; and preparing activity reports.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Reviews federal, local, and other potential grant sources for alignment with the Authority's mission.
2.	Prepares letters of intent, grant proposals, award nominations, and other documents in accordance with grantor requirements.
3.	Prepares financial and program reports in accordance with requirements set by funding sources.
4.	Reviews program correspondence to ensure proper completion and quality.
5.	Provides guidance and direction in implementing programs funded by grants, including specific compliance requirements.
6.	Prepare other written materials as directed, such as source material for HACM website or other communication materials.
7.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Associate's degree in related field; 2-4 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Research methods;
- Grant funding resources;
- Computers and related software;
- Applicable federal, state, and local laws, rules, and regulations;
- Mathematical principles;
- Reporting requirements;
- Methods of preparing related documents.

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Grants Coordinator

SKILLS (position requirements at entry):

Skill in:

- Conducting research;
- Preparing grant proposals;
- Preparing various reports;
- Using computers and related software;
- Reviewing documents for proper completion;
- Providing guidance to staff;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

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

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. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR