

GRANT WRITER

Salary Range: \$5,377 - \$5,646 monthly, plus excellent benefits.

Job Type: Full Time

Location: Colusa, CA

Overview

The Grant Writer position serves as a member of the City of Colusa's Mid-Management Group. This position will be point of contact and lead in presenting grant opportunities, coordinating applications, grant submission and administration of grants for all City operations. This includes working closely with all departments and ensuring grant opportunities are in line with the City of Colusa General Plan and vision. This position will coordinate and implement all aspects of research and evaluation of all grant programs for all City departments. They will also be involved in working with senior staff and the City Manager on economic development for the City of Colusa.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and Department heads

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Research public and private grant opportunities and programs that benefit the City or general public.
- Serve as a representative of the City of Colusa, demonstrating a positive, professional manner
- Identifies, coordinates, writes, and submits for approval grant funding projects, programs and activities.
- Prepares grant applications.
- Tracks and reports the status of all grant applications using a dashboard.
- Monitor contracts and ensure that projects remain on schedule related to grants.
- Follow procedures on proper close out of grants.
- Promotes, develops, and maintains positive public relations between the Departments and the community.
- Track current grants in order to ensure timely submission of progress reports and applications for renewed support.
- Builds relationships with grantors and the public.

- Fosters employee's empowerment and a team approach in the delivery of services Encourages employees to develop entrepreneurial and innovative ideas
- Responsible for carrying out the mission of the City and the department with adherence to the City and department's organizational values
- Performs other duties and assumes other responsibilities as apparent or as delegated

Collateral Functions:

- Assist with economic development for the City of Colusa.
- Assists with collecting data in the preparation of the annual budget related to grant programs, activities, services, and facilities.

QUALIFICATIONS

Knowledge of:

- Principles and practices of program development, budget, and financial and statistical record keeping.
- Modern office procedures and computer equipment.
- Principles and practice of organizational analysis and management of time.
- Budgeting procedures and techniques.
- Applicable federal, state and local laws, rules and regulations.
- Recent developments in current literature and information sources regarding grants and social service programs.
- Research methods and techniques including statistical analysis and techniques.

Skill in:

- Organize and lead grant activities
- Establish and maintain cooperative working relationships with those contacted in the course of work
- May be assigned varying work schedules, including evenings and weekends dependent on scope of program
- Grant writing and reporting
- Working with minimal supervision
- Coordinating multiple projects and meeting deadlines
- Maintaining positive public relations.

Ability to:

- Recognize, prioritize and accomplish needed tasks
- Work as part of a team
- Establish and maintain cooperative working relationships with City staff and departments and others contacted in the course of work
- Communicate effectively, both orally and in writing
- Meet the physical, mental and environmental demands of the job
- Follow oral and written directions
- Prepare reports and efficiently maintain accurate records

- Use initiative and exercise sound independent judgment
- Maintain departmental records
- Use a personal computer and job-related software applications
- Work independently in the absence of direct supervision
- Use courtesy, tact and firmness in dealing with the public; evaluate alternative solutions and present recommendations; interact with the public effectively and courteously

EDUCATION AND EXPERIENCE

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

- Two years of recent experience in administrative work and experience writing and procuring federal, State and or County grants related to City government grants highly desirable. Or equivalent to a bachelor's degree from an accredited college or university with major course work in business, or public administration, political science, social work or a related field.

LICENSES

Possession of a valid California Class C driver's license.

PHYSICAL REQUIREMENTS

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods of time at a desk or computer workstation. Occasional bending, twisting, or squatting. Frequently utilizes computers, telephones, and other office equipment. Often moves about the office to collaborate with colleagues.
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.
- Vision: Constant use of overall vision; frequent reading of handwritten and printed materials on paper or electronic media such as a computer monitor. Occasional use of color and depth vision and close-up work.
- Dexterity: Frequent repetitive motion; frequent writing, grasping, holding, twisting, and reaching.
- Hearing/Talking: Frequent hearing and talking in person and on the phone.
- Emotional/Psychological: Frequent decision-making and concentration; occasional public and/or coworker contact; frequent working alone