



Career Opportunity

Job Title:	Grant Administrative Specialist
Grade: 14	Hiring Range: \$25,715.69-\$39,859.31
Apply to:	Human Resources Department, City Hall, 601 Gloucester St., (2 nd Floor) Brunswick, GA 31520, an Equal Opportunity Employer or online at www.brunswickga.org .
Apply by:	Until Filled

Job Summary

Under general direction of the Neighborhood Revitalization Manager, serves as the grants specialist performing administrative and analytical work related to programs and projects funded by CDBG and CHIP grant funds and monitors progress toward project completion. Researches issues and questions, gathers and assimilates data, and prepares written recommendations and reports for the Neighborhood Revitalization Manager. Work will be dictated by levels of program participation, requests for assistance, and by special project and is performed with considerable independence and significant initiative. Performs other related duties as assigned, in support of customer needs and organizational objectives.

Essential Functions of the Job

1. Reviews and processes all applications for Homeowner Rehabilitation (CHIP – Community Home Investment Program), (CDBG-Community Development Block Grant Program), and the Elderly/Disabled Assistance program and serves as a program specialist for same.
2. Oversees intake process, maintains all files, performs required due diligence, monitors programmatic and financial compliance and prepares required reports for programs assigned.
3. Monitors the progress of CHIP funded projects to ensure proper usage of funds and conformance to local, state and federal guidelines. Processes all reports related to program implementation.
4. Maintains accurate and current program files and records such that information can be easily retrieved and audits completed in a timely fashion. Conducts periodic self-audits of program files.
5. Performs entry level bookkeeping work involving maintenance of accounts and maintain accurate financial records.

6. Prepares required reports and other documents reflecting the status of projects, conducts appropriate research, and recommendations for action. Gathers and tabulates statistical data and prepares periodic reports for assigned programs and projects.
7. Receives, reviews, verifies, and reconciles invoices for payment for all Community Development (CDBG) and Community Home Investment Program (CHIP) grant funded projects.
8. Codes data according to prescribed accounting procedures; audits documents for proper expenditures classifications. May follow up with vendor or department staff to ensure proper payment and coding.
9. Prepares invoices for payment and prioritizes work such that deadlines are met and payments are made in a timely manner.
10. Prepares routine worksheets on expenditures, receipts and the status of funds.
11. Provides invoices and other documentation as needed by the external auditors and monitoring agencies.
12. May perform routine office work such as sorting and distributing mail, filing and answering telephones.
13. Works as a member of a team, assisting to ensure that customer needs and organizational objectives are met.
14. Provides assistance to other employees and departments as needed.
15. Assists the Neighborhood Revitalization Manager in developing and implementing administrative procedures, protocol, and other initiatives.

Other Performs other related duties as able in support of customer needs and organizational objectives.

Knowledge, Skills, Abilities, and Other Characteristics

1. Knowledge of and ability to apply public administration principles and practices.
2. Knowledge of and ability to apply effective project and workflow management methods and practices.
3. Knowledge of or ability to quickly learn all facets of program initiatives and subsequent administration.
4. Knowledge of or ability to quickly learn about and general needs of the community, special interests, and sensitivities appropriate to the Department.
5. Knowledge of appropriate local, state, and federal laws, rules and regulations as applied to the activities and programs of interest to the Department.

6. Ability to communicate, orally and in writing, clearly, effectively, and in a business-like manner.
7. Ability to attend to details.
8. Ability to establish and maintain effective working relationships with a wide variety of customers and constituents.
9. Ability to perform research; compile meaningful data and reports, and to make effective applications of findings.
10. Ability to effectively manage workflow, projects, and activities.
11. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations for problem resolution.
12. Ability to manage multiple tasks, and to be flexible in changing priorities.
13. Ability to work independently, as well as with a team and to follow through to task/project completion.
14. Ability to plan, organize, schedule, and prioritize work effectively and to assist others in same. Ability to manage time such that deadlines are met.
15. Ability to safeguard confidential information.
16. Ability to remain impartial when hearing customer complaints and issues. Ability to effectively balance the needs of the organization with those of the individual.
17. Willingness and ability to demonstrate commitment to the job, team and organization.
18. Ability to help create a positive work environment which encourages individual and team growth and development.
19. Ability and willingness to perform other related duties as assigned, in support of customer needs and organizational objectives.

Minimum Requirements (Education, Experience, Training, Certifications/Licenses)

High School diploma or equivalent and 5 years of increasingly responsible administrative experience in positions requiring independent judgment and diplomacy; OR equivalent combination of training and experience. Experience must include personal computers and a variety of administrative software. Demonstrated effective communications and interpersonal skills. Safe driving record and valid driver's license. Pre-employment drug screen, physical examination, Motor Vehicle Records history, and Criminal Background check required. Experience in public administration preferred.