



CLASS TITLE | GRANTS/CONTRACTS ADMINISTRATION MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1092

Effective Date : 10/192022

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for researching, identifying, developing and responding to various grant opportunities, preparing and managing the administration of grant/contract proposals and applications for the City of Tulsa and performing other related assigned duties.

ESSENTIAL TASKS:

- Researches and identifies new grants or private funding opportunities to match the City of Tulsa strategic goals
- Assists and supports City departments in applying and submitting grants
- Evaluates grant applications to determine the City's manpower and/or funds capacity to successfully meet grant requirements and goals and makes recommendations to approve/disapprove grant applications and subrecipient contracts
- Prepares grant applications and performance reports for management accurately and timely
- Conducts public hearings and organizes community forums to encourage citizen participation in grant application processes
- Presents grants and reports to City management, including City Council
- Supervises staff administering contracts/grants
- Prepares and administers contracts for subrecipients in third party transactions
- Monitors subrecipient program, ensuring compliance with federal/private laws and requirements
- Manages staff maintaining current records in database, including grant tracking and reporting
- Manages subrecipient's relations/communications, responding to and meeting information/services requests promptly, soliciting feedback to improve service
- Serves as liaison between funding agencies, City and subrecipients
- Performs special projects as needed
- Evaluates area weaknesses and pursues and provides training and development opportunities
- Acts as Grants Manager as needed
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

1. (a) Graduation from an accredited college or university with a bachelor's in business/public administration, professional/technical writing, English or other related fields; **and**,
(b) Five (5) years of experience in grant writing and contract administration.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of laws, federal regulations and circulars pertaining to grants and contract administration and principles
- Considerable knowledge of methods, standards, procedures and practices of grant writing
- Considerable understanding of methods, techniques and technical terminology used in grant applications and contracts
- Considerable knowledge of administrative analysis and statistical techniques as applied to organization and management problems.



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Ability to:

- Ability to demonstrate independent judgment in producing quality work within time constraints
- Ability to read and interpret regulations and laws governing private, state and federal grants/contracts
- Ability to research, comprehend and organize/supervise groups/processes/procedures
- Ability to distinguish and identify funding opportunities for special programs
- Ability to work effectively under pressure
- Ability to effectively communicate in public with good command of the English language
- Ability to work with all levels of internal/external personnel in diverse job functions, demonstrating excellent interpersonal skills
- Ability to analyze complex grant/contract cost principles and requirements and determine the probability of successful outcomes
- Ability to conduct detailed audits, utilizing audit principles and practices
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding

Skill in:

- Strong skill in technical writing, intermediate level excel, word, access and database management

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, standing, reaching, handling, twisting and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver license

WORKING ENVIRONMENT: Working conditions are primarily indoors in an office environment.

EEO Code: E-02

Group: Clerical and Administrative

Series: Data Processing and Information Services