PURPOSE OF THE CLASSIFICATION: Under general supervision, is responsible for the oversight of grant compliance, including but not limited to environmental, labor standards, plans and reports, and 2 CFR part 200 requirements; and performs other related duties as assigned.

ESSENTIAL TASKS:
- Coordinate and develop plans required for federal, state, local and other grants
- Prepare, maintain and submit various reports and plans to management, grantors and elected officials
- Coordinate processes for subrecipient grants
- Develop methods and procedures to promote the proper and prudent administration and prevent misuse of grant funds, including effective oversight, compliance monitoring and other appropriate review and evaluation activities
- Provide support to city department personnel administering grants within their department.
- Establish and maintain grants administration policies and procedures
- Oversee fiscal activity for funded grants and reviews to ensure compliance
- Report to City Council or designated committees on grant budgets and performance
- Maintain standards for disbursement of funds for grant activities, as directed, ensuring current budget guidelines and grant rules and regulations are followed
- Performs and reports on annual monitoring, including internal and external audits
- Reports 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 criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university in coursework related to the essential tasks of this job description; and,
   (b) Five (5) years of experience in Municipal Finance and, State and Federal Grant regulations or experience relevant to the essential tasks listed in this job description

   Or

2. (a) Completion of one hundred twenty (120) hours from an accredited college or university in coursework related to the essential tasks of this job description; and,
   (b) Three (3) years of experience in Municipal Finance and, State and Federal Grant regulations or experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
- Advanced knowledge of city, state, and federal grant regulations, guidelines, and processes
- Governmental accounting and account structure
- Advanced knowledge of public administration and planning

Ability to:
- Analyze and interpret fiscal records and statistical data to prepare accurate and complete financial statements, plans and reports
- Analyze problems and recommend solutions to upper management and elected officials both verbally and in writing
• Participate in both internal and external audits
• Develop and implement financial monitoring control systems
• Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skill in:
• Intermediate skill in communicating information in a clear and direct manner in public meetings with citizens and elected officials.
• Determining how best to communicate key issues
• Advanced analytical skill in evaluating complex multi-dimensional administrative procedures and processes.
• Intermediate skill in assembling and presenting clear concise information both in print and electronic formats.

Physical Requirements: Arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking or sitting for extended periods of time, reaching, and bending; 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 environment is primarily indoors in an office setting.

EEO Code: N-02
Group: Fiscal
Series: Financial Management