

CLASS TITLE: CAPITAL PLANNING & GRANTS MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction supervises financial functions for a section, overseeing day-to-day functions, administering the City's capital programs, the construction of the charter-required annual Capital Improvements Plan (CIP), serving as key staff in assembling voter authorized capital improvement programs and organizing, implementing, and managing all aspects of the City's grant program; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff trained and policies and procedures followed; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations
- Approves capital project or grant invoices ensuring ordinance and regulatory compliance and appropriateness of expenditures
- Provides technical support and administration of financial programs, year-end processes, and/or annual reporting
- Provides ordinance mandated support to the Sales Tax Overview Committee (STOC) and Community Development Committee (CDC)
- Reports to the City Council on grants, capital budget amendments and related reports
- Updates the annual CIP for publication, determining completeness and accuracy of charter requirements
- Provides staff support in communicating key issues to elected officials regarding the capital program construction and grants processes
- Sets up annual appropriations' accounts, troubleshoots issues, and provides reports, highlighting issues
- Updates various multi-year plans, establishing assumptions and ensuring completeness and accuracy
- Analyzes complex budget problems, determines key issues, develops solutions and presents findings and recommendations in various analytical reports
- 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: Graduation from an accredited college or university with a bachelor's degree in finance, and six (6) years of related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of Municipal finance practices; and financial analysis techniques; considerable knowledge of multi-year forecasting techniques; considerable knowledge of contract administration principles; considerable knowledge of supervisory principles, practices and techniques; considerable knowledge of economics, land use, and community development programs; considerable knowledge of federal, state, and local government financing programs; considerable knowledge of contractual law and federal, state and local regulations on grant funded programs; good knowledge of computer operations and the use of software applications; and good knowledge of research techniques. Ability to edit, organize, and clearly present findings and recommendations in verbal or written form; ability to analyze complex budgetary problems and develop appropriate solutions; and the 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 overseeing financial reporting, processes and transactions, analyzing and preparing reports and documentation, providing technical guidance and support of financial systems, assisting with annual budgeting processes, and monitoring compliance with policies, regulations and contracts.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; lifting, carrying, pushing, and pulling up to 50 pounds; subject to

sitting for extended periods of time, walking, standing, bending, reaching, repetitive motions, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and subject to extensive overtime during the months of February, March, and April.

Class Code: 1072

EEO Code: E-03

Pay Code: EX-48

Group: Fiscal

Series: Financial Management

Effective date: June 26, 2014