



**CITY OF PORT ORANGE**  
invites applications for the position of:  
**Grants Manager**  
**(Anticipatory Hire)**

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**SALARY:** \$41,045.00 - \$70,248.15 Annually

**OPENING DATE:** 10/31/17

**CLOSING DATE:** 12/01/17 04:30 PM

**JOB TYPE:** Full Time

**DEPARTMENT:** FINANCE

**POSITION OBJECTIVES:**

This is a professional position that develops, organizes, coordinates and monitors the acquisition of funding provided through various grants and outside funding sources.

**ESSENTIAL FUNCTIONS:**

- Proactively researches alternative funding sources and grant opportunities. Reviews information dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing and/or expanding programs funded by these grants.
- Writes grant applications according to format required and submits applications to funding agency or foundation.
- Develops grant administration policies and procedures in accordance with local, state, and federal regulations.
- Ensures compliance with rules and regulations governing grants. May oversee special audits conducted by grantors.
- Performs functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application of reimbursement.
- Ensures that operational and statistical reports are written and submitted to remain in compliance with grant requirements.
- Serves as a liaison with other departments on issues regarding grants.
- Surveys functions of local agencies to avoid duplication of efforts and recommends curtailment, extension, modification, or initiation of program services.
- Engages in public speaking as required to communicate the status of current and future grants to employees, departments, and citizens.
- Performs related work as required. These additional duties may be representative of tasks typically performed by those in a lesser or more advanced job grade.

**EDUCATION & EXPERIENCE:**

- Bachelor's degree in Business Administration, Public Administration, Finance or related field.
- Minimum of 4 years recent and relevant experience in acquisition and administration of grants
- Equivalent combination of education and experience.

***Certifications, Licenses, and Registrations***

- *Must have a valid Florida driver's license.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of grant processes including accounting and financial reporting
- Ability to interpret complex grant funding requirements, submissions and budget projections
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration
- Ability to read, analyze and interpret work related documents
- Ability to communicate both orally and in writing
- Ability to comprehend and apply principles of mathematical concepts
- Ability to follow and interpret instructions furnished in written and oral format
- Ability to compile data and create reports
- Ability to be an effective public speaker
- Ability to write and obtain grants and perform all work necessary to remain in compliance with grants requirements
- Ability to interpret laws, rules and regulations

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.port-orange.org>

1000 City Center Circle

Port Orange, FL 32129

386.506.5560

Position #2017-85

GRANTS MANAGER (ANTICIPATORY HIRE)

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## Grants Manager (Anticipatory Hire) Supplemental Questionnaire

- \* 1. Do you possess a valid FL Driver's license?
  - Yes
  - No
- \* 2. Do you possess a Bachelor's degree in Business Administration, Public Administration, Finance or related field?
  - yes
  - no
- \* 3. Do you have a minimum of 4 years recent and relevant experience in acquisition and administration of grants?
  - yes
  - no
- \* 4. If NO to the questions above, do you have an equivalent amount of education and experience?
  - yes
  - no
  - n/a
- \* Required Question