

Grant Specialist

Nature of Work

This position handles technical and administrative work involving the research and administration of a variety of grants to assist with local and regional public projects. Activities associated with the job include researching various federal, state, local, and private funding sources, advertising the availability of grant funding to local and regional governmental agencies, assisting with the monitoring and oversight of projects funded through grants. Grant specialists must be knowledgeable of funding sources, grant application procedures, and auditing and monitoring grant funded projects. Strong written and oral communication skills are required for successful performance. Work performance is evaluated by the Economic & Community Development Director and Executive Director through review of the level of grant funding obtained, adherence to grant regulations and timetables, and ability to interact successfully with local, regional, and state officials.

Illustrative Examples of Work

- Assumes primary responsibility for the accurate collection of data necessary to complete the annual Public Infrastructure Needs Inventory (PINI).
- Interviews local and regional public officials to gather data and related information regarding the nature and urgency of infrastructure needs.
- Compiles infrastructure needs data from local and regional public entities and inputs the data into a state database.
- Researches the need for various public projects and the availability of grant funding to meet those needs.
- Assists in the preparation and submission of grant applications for various local and regional agencies.
- Reviews newspapers and other documents to remain current on existing issues and activities for designated regional areas.
- Provides timely advice and information on grant opportunities and application procedures to city and county officials.
- Coordinates and assists in local and regional meetings related to grant funding opportunities to city and county officials.
- Conducts surveys and obtains other data to establish demographics necessary to meet grant application criteria.
- Prepares detailed reports indicating the type of grants applied for, project names and locations, and funding amounts and required funding matches.
- Maintains detailed and accurate records and files pertinent to grant administration, funding distribution, environmental documents, and other required grant documentation.
- Maintains open lines of communication with local and regional officials involving grants funding opportunities and projects.

- Works closely with grant funded project engineers and contractors to ensure the timely and proper completion of projects.
- Completes and/or assists with environmental reviews when required.
- Addresses and resolves issues related to the release of grant funding.
- Investigates issues and problems related to non-funded grant projects.
- Serves on various committees and represents the Development District at various public meetings as needed.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year college or university with a Bachelor's Degree in Political Science, Public Administration, or closely related field; knowledge of grant funding and applications; strong organizational, interpersonal, and administrative skills; or any equivalent combination of education and/or experience to provide the following knowledge, abilities, and skills:

- Knowledge of grant funding sources and application procedures including public meetings, data collection, and timetables.
- Knowledge of grant(s) administration including fiduciary responsibilities, documentation requirements, and timely submission of records.
- Knowledge of local, state, and federal infrastructure needs and social service program delivery mechanisms.
- Knowledge of accounting and auditing policies and procedures related to grant administration.
- Knowledge of record keeping and documentation required for compliance with various public and private sources of grant funding.
- Knowledge of environmental review and public input processes and procedures required to meet grant application requirements.
- Knowledge of data collection techniques and fundamental statistical disciplines.
- Ability to meet with local, state, and federal officials and establish infrastructure needs and social services.
- Ability to compile and analyze detailed statistical information.
- Ability to maintain detailed and complex information in an organized and accessible manner.
- Ability to conduct public meetings in an organized and effective manner.
- Ability to interact in a professional and effective manner with local, state and, federal officials and local constituents.
- Ability to compile data and perform basic statistical analysis as required for grant applications.
- Ability to review and make decisions regarding compliance with grant regulations and make appropriate recommendations and/or corrective actions to ensure compliance with established guidelines.
- Ability to oversee multiple grant projects and assist with required administrative actions.
- Skill in maintaining professional and effective relationships with local, state, and federal officials and local constituencies.

- Ability to work collaboratively in a team of other grant professionals.
- Skill in the use of Microsoft Office software.

Special Necessary Requirement

- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.