

**POSITION:** DIRECTOR OF GRANTS & FINANCE  
**LEVEL:** M-10 \$57,596 - \$70,225  
**DEPARTMENT:** POLICE

**FUNCTION:** Researches, identifies and secures grants. Coordinates grant applications and grantee compliance procedures. Performs a variety of supervisory, professional, administrative and technical accounting and financial functions to maintain the fiscal records of the Police Department.

**SUPERVISION RECEIVED:** Works under the supervision of both the Chief and Deputy Chief of Police.

**SUPERVISION EXERCISED:** May exercise general supervision over clerical or other support staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Prepares written grant proposals to government and private funding agencies.

Coordinates efforts to search out and complete grant applications. Coordinates the compilation of data for grant applications and requests for proposals in consideration of program objectives. Submits, in a timely manner, financial and programmatic reports on grant activity.

Plans, develops and coordinates inter-group and inter-agency programs.

Represents the City on policy matters and controversial questions during the grant development and implementation processes.

Provides leadership and direction in the development of short- and long-range fiscal plans by gathering, interpreting and preparing data for reports and recommendations. Provides professional advice to supervisors.

Assures that assigned areas of responsibility are performed within budget.

Monitors revenues and expenditures to assure sound fiscal control. Prepares annual department budget requests. Facilitates effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Establishes and maintains internal fiscal control procedures, and ensures that City accounting procedures are maintained. Oversees the posting and reconciliation of department ledgers and accounts.

Manages and supervises assigned operations to achieve goals with available resources by organizing workloads and staff assignments, training and motivating assigned staff, and reviewing staff progress.

The above covers the most significant responsibilities of this position. It does not; however exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

**SPECIAL REQUIREMENTS:** Mandatory CORI (Criminal Offender Record Investigation) background check.

**DESIRED MIMINUM QUALIFICATIONS:**

**Education and Experience:** Bachelor's degree in related area of Criminal Justice, Public Administration, Government or Planning. Experience with the identification, administration and monitoring of Federal, State and private grant programs. Strong oral and written communication skills. Must be computer literate. Or any equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:** Working knowledge of local, State and Federal funding requirements. Working knowledge of the laws and statutes concerning grant eligibility and administration. Excellent written and oral communication skills. Strong analytical abilities. Demonstrated skills in successful proposal planning and writing.

Ability to prepare and analyze complex financial reports. Ability to maintain efficient and effective financial systems and procedures. Ability to effectively supervise staff. Ability to establish and maintain effective working relationships with employees and City officials. Ability to understand the principles and practices of administration and financial management of grant programs.

Proficiency with Microsoft Office, Excel and financial systems/databases.

**SELECTION GUIDELINES:** Formal application; review of education and experience; appropriate testing; oral interview; background check; final selection.

**TOOLS AND EQUIPMENT USED:** Telephone, personal computer, typewriter, copy and fax machines, and 10-key calculator.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or bend and talk or hear. The employee is occasionally required to stand; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and or move more than 50 pounds. Specific vision abilities required by this job include close vision, color vision and peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical of a busy office ranging from quiet to moderately noisy.

**SELECTION GUIDELINES:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.