

GRANTS SPECIALIST

City of Eloy, Arizona

Salary: \$48,617 - \$75,356 annually.

Excellent Benefits for Employees and Dependents

Under general supervision, researches grant-funded programs and writes proposals for grant-funded projects; tracks grant programs, and assists

City departments with record keeping, budgets, and reports.

Researches and identifies grant opportunities that meet City needs and are consistent with the City's goals and objectives; researches sources of financial assistance; identifies staffing, equipment, and related program needs; identifies grant funding requirements and restrictions. Writes grant proposals and assists Departments with preparation of grant applications; collects and develops supporting data and documentation to meet funding agency requirements; facilitates the application process as needed; researches, acquires and maintains City, state and national statistics and resource information to support grant applications. Coordinates administration of grant programs with the Finance Director, including policy and program development, funding recommendation, grant application analysis, contract development and monitoring, and jurisdictional coordination. Assists Departments to prepare reports on grant-funded projects as required by funding sources; coordinates activities of large grant funded projects and programs to assure the technical requirements of the participating entities are met. Reviews grant financial requirements, and monitors grant expenditures and activities to assure compliance with requirements; maintains files and records. Assists City staff in developing partnerships with other agencies in order to expand funding possibilities; responds to requests for information; advises City Finance Director on grant program issues and procedures; provides assistance to other government agencies and the public within scope of authority. Advises City staff about changes in regulations that might have impacts on grant opportunities and projects; serves as liaison between the City and outside funding agencies and service providers; provides assistance in resolving issues and conflicts with funding agencies.

Minimum Qualifications: Bachelor's Degree in Public Administration, Business Administration, Economics or related field; AND three (3) year's experience in grant applications, financial assistance, and research; OR an equivalent combination of education and experience. Must maintain a valid State of Arizona driver's license.

Apply by August 26, 2022. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: <http://www.elayaz.gov>

The City of Eloy conducts background screening and may conduct drug screenings on prospective employees (dependent on position). The City does not hire at the top of the pay range. Candidates may start above the beginning of the pay range depending on qualifications. The City of Eloy is an EOE/AA Employer.

