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## City of DeFuniak Springs – Grant Coordinator

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**FLSA STATUS:** Non-Exempt  
**SUPERVISORY STATUS:** Non-Supervisory

**DEPARTMENT:** Finance  
**REPORTS TO:** Finance Director

### **JOB SUMMARY:**

This position is responsible for preparing and coordinating various grant programs in order to obtain new revenue sources and specific funding for the City.

### **ESSENTIAL JOB FUNCTIONS:**

*The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.*

- Prepares and facilitates preparation and administration of grants.
- Acts as a liaison between the City and agencies to coordinate the submission of grant applications and to determine appropriate funding sources for projects.
- Facilitates City grant proposals by searching our needed grants and applying for them.
- Fosters, designs, and produces various grant proposals to achieve the completion of needed City capital projects.
- Promotes City grant activities through working closely with other local, State, and Federal agencies, creative presentations highlighting City grant needs and coordinating grant and in-kind funding sources.
- Represents the City on various committees and groups as directed.
- Coordinates and defines information on the City's departmental grant participation.
- Reviews City correspondence and memorandums as it relates to grant funding and capital projects.
- Writes, administers, and distributes grants.
- Attends and presents at staff meetings and attends public meetings as assigned.
- Prepares materials and makes presentations to various boards or city council as assigned.
- Maintains grant files.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Adheres to all safety rules and regulations.
- Must create a positive public image as a representative of the city.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Microsoft Office programs.
- Knowledge of city office policies and procedures.
- Knowledge of modern office techniques, procedures and practices.
- Knowledge of good English grammar, spelling and punctuation, in order to prepare and compose grant submittals, letters, publications, and press releases.
- Knowledge of the principles of grant writing.
- Skilled in effectively presenting information to management, public groups, boards, and Council.
- Skilled in applying concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to search for available grant funding.
- Ability to be creative in the preparation of grant documents.
- Ability to maintain records and distribute information in an orderly manner.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

- Ability to understand and perform a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to interpret legal descriptions, maps, aerial photography, remote sensing data and site plans.
- Ability to establish and maintain effective working relationships with associates, subordinates, government officials, representatives of other agencies and the general public.
- Ability to work well with others and build a constructive teamwork approach where team members are committed to the goals and objectives of the team. Must be cooperative and willing to assist co-workers and the public as requested.
- Ability to communicate effectively verbally and in writing with employees, Department Directors, other governmental agency representatives, City Officials, and the public.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate with the public pleasantly both in person and by telephone.
- Ability to work harmoniously with diversity of individuals networking both inside and outside the city offices.
- Ability to make sound professional judgment based on department needs and cost effectiveness.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to present verbal and written reports clearly and concisely.
- Ability to work under pressure with frequent interruptions.
- Ability to travel occasionally for meetings, training, or career development.

**QUALIFICATIONS, TRAINING AND EXPERIENCE:**

Graduation from a standard high school, GED, although a degree in English or related field is preferred. A progressively demonstrated skill of at least three (3) years of experience and aptitude for performing in public relations, business, marketing or government, preferably with an emphasis on administration and management. An equivalent combination of training and experience which provides the required knowledge, skills and abilities. A preferred typing speed of 35 w.p.m. or better. Requires a valid Drivers license.

**PAYGRADE: 62**

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

*The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are 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 job functions.*

Must speak, read, write and comprehend fluent English. Use of both hands and fingers with dexterity. Required to sit, walk, talk and hear. Required to use hands and fingers to operate objects, tools or controls and reach with hands and arms. Must be able to maintain repetitive motions. Must be able to lift and/or move up to 25 pounds. Requires the ability to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces and when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of the body. May be subject to dust, mold, heat, cold, insects, snakes, rodents, and spiders. Specific vision abilities required include close vision and the ability to adjust focus.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_