

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Human Resources Director, 797-1169

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF GRANTS SPECIALIST AND ASSIGNING A PAY GRADE, IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: This resolution provides a job description and assigns the pay grade 524 (\$51,462 - \$68,964) for the Grants Specialist job classification. This job classification is necessary to the efficient and effective operation of the Department of Administration.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted?	Yes
If no, amount needed:	N/A

What account will funds be appropriated from: Salaries

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Class Specifications (Exhibit "A").

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF GRANTS SPECIALIST AND ASSIGNING A PAY GRADE, IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the adoption of the class specification Grants Specialist; and

WHEREAS, The Town of Davie has evaluated the pay grade and recommends it to be assigned to pay grade 524 (\$51,462 - \$68,964) ; and

WHEREAS, The Town of Davie recommends that the Town Council approve the adoption of the class specification for Grants Specialist and the assignment of pay grade 524 (\$51,462 - \$68,964),

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification for Grants Specialist, pay grade 524 (\$51,462 - \$68,964), is hereby adopted in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001.



CLASS SPECIFICATION

GRANTS SPECIALIST

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized professional work administering all grants for and received by the Town. Employee is responsible for researching, and overseeing the administration of all grant funds in support of the various departments within the Town. Work involves researching, overseeing and/or preparing grant applications and monitoring all programs through evaluation of effectiveness and ensuring compliance with specific regulations, goals, and objectives established in the various grant proposals prepared by the grantor and the Town. Work also involves assisting in the preparation and administration of all grant budgets and monitoring grant fund disbursement. Employee is required to utilize computer programs to maintain complex project and fiscal record and reports in monitoring awarded grants. Employee is also responsible for researching and resolving complaints regarding financial activity of the grants and serving as a liaison between Town and grantors. Reports to the Program Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts research of available federal, state and private foundation grants, and disseminates the availability to appropriate departments; monitors and reviews local, state, and federal guidelines concerning all grant programs, and requests specific guidelines to aid in determining grant applicability to the Town's goals and objectives.

Oversees the grants administration process in all departments; receives, reviews, prepares and submits grant applications, requisitions, reports, etc.

Prepares and distributes documents to advise personnel, as appropriate, of adopted legislation, regulations, public policy, etc., affecting grants.

Develops and implements grant application and proposal review process.

Prepares documents and makes recommendations to the Program Administrator and various department heads on grant programs.

Oversees the processing of all grants.

Develops and disseminates Standard Operating Procedures to ensure compliance with the grants requirements.

Monitors and evaluates grant applications to ensure desired results and accomplishment of stated goals and objectives.

Represents the Town at meetings with other government and private entities regarding information about grants.

Coordinates and/or outlines goals and objectives of programs; monitors progress of grant programs; prepares program descriptions and budgets for reporting guidelines.

Monitors grant fiscal records and tracks grant status for budgeting and auditing reports.

Establishes and maintains a grant funding resources database and library.

Provides technical assistance to departments in grant research, writing, and analysis.

Coordinates the administration of certain specialized construction projects; provides technical fiscal assistance and training to project staff as necessary.

Prepares required reports and provides information and explanations of grant fund financial activity; organizes meetings with project participants and staff, presenting findings and recommendations to the Program Administrator.

Prepares annual budget proposals for grant programs including compiling current data and analyzing historical data.

May provide technical supervision in grants administration.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with course work in business administration, public administration, sociology, library science, grants administration, or a related field, and at least three years of responsible experience in grant administration, budget administration, public policy analysis, or management analysis, with at least one year of supervisory responsibilities, or an equivalent combination of education, training and experience

that provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be physically able to operate motor vehicles. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sit most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants, and/or program participants.

Language Ability: Requires the ability to read a variety of correspondence, reports, records, purchase orders, forms, etc. Requires the ability to prepare a variety of correspondence, reports, budgets, surveys, personnel forms, news releases, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, legal and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, control knobs, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the philosophy and objective of grants research and administration. Has thorough knowledge of the principles, practices, methods and procedures for development, management and promotion of grants programming. Has considerable knowledge of the requirements, policies and procedures of various departments and various regulations governing grants research and administration. Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations. Has general knowledge of the standard accepted principles and practices of bookkeeping and accounting. Is skilled in the use of common office machines, including popular computer-driven word processing, spreadsheet, graphics and file maintenance programs. Is able to conceive, plan, promote, organize and coordinate a variety of grants projects. Is able to effectively express ideas orally and in writing. Is able to make effective oral presentations before large groups of people. Is able to exercise independent judgment in the interpretation and application of regulations to daily departmental operations. Is able to work in a consulting capacity and provide leadership with public officials at various levels of authority and influence. Is able to exercise considerable tact, courtesy and discretion in frequent contact with the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadline. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical and judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experience advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the town regarding the activities of the department and works to see that these expectations are met. Designs and

formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.