

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Budget and Grants Manager
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs managerial level work in the support of the Finance and Administrative Services department. Supervises the budget and grants process for the City, including developing, implementing, and managing a comprehensive grants administration process, and managing the annual budget and capital improvement program process. Position typically supervises a team of employees and schedules the on-going work activities of a function to enable optimum efficiency and productivity. Position requires an advanced understanding and wide application of principles, theories, and concepts in the assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Grants Administration

- Develops, implements, and manages the grants process, including monitoring compliance with rules and regulations, assisting with preparing grant applications and compliance reports, coordinating and assisting grant administrators with compliance requirements and locating viable grants
- Maintains a system to ensure grant compliance, and coordinating any hurricane related reimbursements with external parties
- Establishes policies and procedures pertaining to the grants process
- Oversees and participates in researching and obtaining, and monitoring special funding for municipal projects
- Assists departments in finding grant resources and in developing and preparing grant requests; ensures all grant applications are complete and accurate
- Directs the preparation of grant documents as required by Federal and State agencies
- Monitors and evaluates the grant application process, and overall success of program plans to ensure desired results and the achievement of stated goals and objectives
- Oversees the preparation of the schedule of expenditures for auditors and handles grant accounting, including tracking and monitoring all grants and ensuring grants are properly recorded in the general ledger
- Participates in identifying system and operational issues and assisting in the development and implementation of a new or revised grants process, systems, procedures and methods of operation

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Budget

- Provides budgeting, strategic planning, forecasting, performance measures, and financial analyses
- Manages the annual budget process, from budget kickoff to final compilation of the Proposed and Adopted Budget Book, including budget process coordination, budget preparation, review and analysis (including Capital Improvement Programs), assisting departments, implementing changes to requirements for the award program, etc.
- Develops, implements, and manages processes for Program Budgeting, Program Performance Measures, City's Balanced Scorecard and Department sub-cards, including quarterly reporting and review and analysis of results. Benchmark against similar agencies
- Monitors revenue and expenditures throughout the year, including identifying financial trends and prepares budget-to-actual forecasts and reports to ensure fiscal responsibility and budgetary compliance
- Participates in identifying system and operational issues and assisting in the development and implementation of new or revised budget programs, systems, procedures and methods of operation
- Performs a variety of other budget and related duties, including preparing briefings, recommendations, and presentations

Supervisory/Other

- Supervises and/or directs staff during the grant and budget processes, including evaluating, managing performance and scheduling of personnel; gives input on hiring, and recommends disciplinary actions as needed
- Performs financial and statistical analyses to support decision making
- Prepares financial and operational reports
- Performs operational audits
- Participates in the design and modification of information systems
- Creates and performs routine and non-routine reconciliations or analyses
- Accesses financial information to answer general questions and analysis as well as those related to specific accounts
- Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness
- Performs related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance or related discipline; supplemented by four (4) or more years' experience performing budgetary analyses and grants management, preferably with a governmental or non-profit agency or with an agency that provides governmental accounting services; an equivalent combination of education, certification, training, and/or experience may be considered.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Office of Management and Budget (OMB) Circular A-133 and Florida Single Audit requirements
- Knowledge of all applicable laws and regulations for budgeting and grants management
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to delegate, train, and supervise effectively
- Ability to develop and implement policies and procedures
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work for timely completion
- Ability to quickly and independently learn new software
- Ability to utilize spreadsheet software on a personal computer
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date