



**Position Recruitment Notification  
For Internal & External Candidates**

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**Job Classification: Grants Coordinator**

<b>Department/Division</b>	Development Customer Services/Neighborhood Services
<b>Employment Status:</b>	Full-time
<b>Hourly Salary/Grade:</b>	\$50,812.59-\$69,910.45 +/- DOQ/Grade 9
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	SEIU Local 73
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	Until filled

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**POSITION SUMMARY:**

This position will develop, administer and coordinate CDBG and other grant-funded programs for Development Customer Services; coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex staff assistance to the Development Customer Services Neighborhood Services Division Manager and the Development Customer Services Department Director, other Department Directors, as assigned, as well as advisory boards and commissions.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## GRANTS COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To develop, administer and coordinate CDBG and other grant-funded programs for Development Customer Services; coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex staff assistance to the Development Customer Services Neighborhood Services Division Manager and the Development Customer Services Department Director, other Department Directors, as assigned, as well as advisory boards and commissions.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Grants Supervisor and Neighborhood Services Division Manager.

### **EXAMPLES OF DUTIES**

Essential and other important duties and responsibilities may include, but are not limited to, the items listed below.

#### **Essential duties and responsibilities**

1. Administers federal and state grant-funded programs, either directly or through grantees.
2. Directs and coordinates the financial monitoring and management of federal and state grant-funded programs.
3. Directs, coordinates and facilitates the evaluation and auditing, as directed, of federal and state grant-funded programs.
4. Recommends grant related policy adjustments and implementation improvements to the Grants Supervisor and the Neighborhood Services Manager.
5. Reviews literature dealing with funds available from governmental agencies to determine feasibility of developing programs and/or grant application to supplement the Village's annual budget allocations.
6. Assist in the Village's coordination and implementation of public information efforts to promote the availability and importance of various federal and state-funded grant programs.
7. Prepares and submits grant proposals for consideration; writes grant applications in required format and submits applications, as directed, to funding agencies.
8. Confers with individuals affected by proposed grant program to develop program goals and objectives; outlines proposal for how funds are to be used and explains procedures necessary to obtain and maintain funding.



## GRANTS COORDINATOR

9. Discusses program requirements and sources of funds available with appropriate staff, citizens and advisory bodies.
10. Maintain appropriate grant records and files and monitor all paperwork, ensuring accuracy and timely completion.
11. Participates in the development and implementation of goals, objectives, policies, and priorities of the Village.
12. Perform related duties and responsibilities, as required, as directed by the Grants Supervisor, Neighborhood Services Division Manager or Development Customer Services Department Director.

### **Other important responsibilities and duties include the items listed below.**

1. Meet with representatives for grant funding sources, as directed, to work out details of application proposals.
2. Assist Development Customer Services Department personnel in writing reports to comply with grant requirements.

## **QUALIFICATIONS**

### **Knowledge of**

1. Federal and state grant programs, specifically Community Development Block Grant (CDBG) programs.
2. Operational characteristics, services and activities of a CDBG program.
3. Management skills to analyze programs, policies and operational needs.
4. Principles and practices of program development and administration.
5. Principles and practices of municipal budget preparation and administration.
6. Methods of research, program analysis, and report preparation.
7. Pertinent Federal, State and Village codes and ordinances.
8. Principles and practices of program auditing.
9. Modern office procedures, methods and computer equipment including word processing and spreadsheets.



## GRANTS COORDINATOR

### Ability to

1. Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
2. Interpret and explain complex federal guidelines. Coordinate multiple projects.
3. Develop and administer goals, objectives and procedures.
4. Complete comprehensive, detailed operational audits.
5. Communicate clearly and concisely, both orally and in writing.
6. Prepare and administer large and complex budgets.
7. Prepare clear and concise administrative and financial reports.
8. Establish and maintain effective working relationships with those contacted in the course of work.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of achieving goals.
10. Research, analyze, and evaluate new service delivery methods and techniques.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned office equipment*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office equipment.*

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain reasonable and predictable attendance.

Work overtime as operations require.



**GRANTS COORDINATOR**

**EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience**

1. Five (5) years of increasingly responsible experience in grant writing and monitoring of grant funded programs.
2. Experience with federal and state grant programs, specifically Community Development Block Grant (CDBG) programs, is required.

**Training**

1. Equivalent to the successful completion of a Bachelor's degree from an accredited college or university, with major coursework in public administration, accounting, economics, urban planning, business management or a related field.

Vaccination against COVID-19 strongly preferred.

**WORKING CONDITIONS**

Work in an office environment; sustained posture in a seated position and prolonged periods of typing. Occasional trips outside of the office environment to inspect and audit grant recipients.