



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

Job Classification: Grants Coordinator

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

POSITION SUMMARY:

This position assists the Village's Grant Supervisor in developing, coordinating and administering various grant programs for the Village of Oak Park. The position reports to the Grant Supervisor in the Development Customer Services Department. In coordination with the Grant Supervisor, the Grants Coordinator works with multiple grant applicants and recipients to ensure the effective processing and evaluation of programs. Good communication, organization and administration skills are required for this position.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=503546759>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: 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.



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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

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SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Grants Supervisor.

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.
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



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and objectives; outlines proposal for how funds are to be used and explains procedures necessary to obtain and maintain funding.

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, 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 is beneficial.
2. Management skills to analyze programs, policies and operational needs.
3. Principles and practices of program development and administration.
4. Principles and practices of municipal budget preparation and administration.
5. Methods of research, program analysis, and report preparation.
6. Principles and practices of program/grant auditing.
7. Modern office procedures, methods and computer equipment including word processing and spreadsheets.

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.



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2. 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 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.

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:



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Experience

1. At least two (2) years of increasingly responsible experience in grant writing and monitoring of grant funded programs or general municipal administrative experience.
2. Experience with federal and state grant 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.

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.

COVID-19 VACCINATION REQUIREMENTS

As a condition of employment, all Village employees must be fully vaccinated against COVID-19 and must submit proof of vaccination or a completed exemption form. Those employees who are not fully vaccinated shall be required to participate in the Village's COVID-19 testing program and wear a mask at all times in the workplace except when actively eating or drinking.