

<i>Code: 1360</i> <i>Title: GRANT WRITER</i>

SUMMARY: Identifies, researches and analyzes sources of grant funds applicable to Pima County needs and prepares grant applications. Provides technical assistance to Pima County departments and programs in obtaining grant funds.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Identifies, researches and analyzes sources of grant funds to support existing and new county programs/projects;
Provides assistance to county departments in identifying and obtaining grant funds;
Writes and edits proposals, completes literature reviews, and prepares grant applications which include measurable objectives, goals, methodology, and evaluation techniques;
Coordinates grant activities with other departmental sections or divisions and with other county departments and/or outside agencies;
Prepares grant budget proposals and grant expenditure monitoring systems for county departments;
Makes grant related budget recommendations to county departments and monitors expenditures;
Makes oral presentations and negotiates with funding agencies to acquire grant funds;
Makes presentations, addresses groups and acts as a program/department representative;
Establishes and maintains cooperative working contacts with community and other governmental agencies to identify sources of joint funding;
Performs liaison activities with county legal staff to obtain legal review and approval of grant applications and awards;
Monitors federal and state laws and regulations regarding grant funding to ensure compliance with applicable laws;
Trains departmental employees to administer and monitor grant awards;
Responds to departmental inquiries about grant funding and provides required information;
Utilizes an automated information system for grant and presentation preparation including word processing, production of graphics and spreadsheets, database input and retrieval and report generation;
Prepares status reports of grant activity as required.

KNOWLEDGE & SKILLS:

Knowledge of:

- . research methods and techniques;
- . sources of grant funds;
- . methods, principles and techniques of preparing grant applications;
- . federal and state laws and regulations pertinent to grant funding;
- . principles and practices of grant and budget preparation;
- . the principles and practices of employee training;
- . applications of automated information systems.

Skill in:

- . analyzing, interpreting, editing, and reporting research findings and making appropriate recommendations;
- . assessing needs and identifying potential sources of grant funding;
- . communicating effectively, both orally and in writing, and making effective presentations;
- . preparing grant applications;
- . interpreting and utilizing governmental laws, rules, and regulations as they apply to grant preparation and administration;
- . establishing and maintaining effective working relationships with others;

- understanding and interpreting budgets consisting of multiple funding sources;
- the use of automated information systems for database management, report generation, graphics and - visual representation of data;
- planning, organizing and coordinating large group programs and activities.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years experience researching the availability of grants, analyzing grant requirements, identifying qualified grants and/or writing grants. A Bachelor's or Associate's degree from an accredited college or university in social sciences, business administration, public administration, or a related field as defined by the appointing authority may substitute for one year of experience.

OR:

(2) Successful completion of appropriate course work and certification in grant writing from an accredited college or university and one year of experience in researching the availability of grants, analyzing grant requirements, identifying qualified grants and/or writing grants.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.