

**GRANT WRITER**

**DEFINITION**

Under general direction, identifies funding sources and prepares applications for grants; processes awarded grants; and performs related work as required.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Department Director's designee. This class does not exercise supervision.

**DISTINGUISHING CHARACTERISTICS**

Grant Writers exercise independent judgment in the preparation for applying for new federal, state, and local funding opportunities and for maintaining eligibility for existing grants.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*may include, but are not limited to, the following:*

Identifies potential sources of funding from federal, state, and local sources.

Prepares and reviews grant applications and supporting documentation to ensure compliance with funding requirements, including researching demographic and statistical data necessary for the applications.

Handles public relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development or promotion of the City's funding efforts.

Contacts and appears before state and local elected officials to obtain support for various proposals, projects, or legislative actions; prepares reports and appears before City Council for application approval and/or expenditure authority.

Performs various duties and special projects at the discretion of the Department Director's designee.

Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Basic budgetary principles and operations at the local government level.  
Federal, state, and local sources of grants.

Statistical methods, research techniques and applications.

**Skills to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Locate federal, state, and local sources of funding.

Understand the principles and practices of public funding, as well as, management techniques and procedures.

Initiate and analyze financial data in conjunction with grant management.

Interpret and apply complex regulations, legislation and guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Express ideas and recommendations effectively in oral and written form.

**MINIMUM QUALIFICATIONS**

**Experience:**

One year of professional experience performing statistical and analytical duties in the areas of administration and/or finance.

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or closely related field. Applicable experience may be substituted for the required education on a year for year basis.

**Special Requirement:**

Possession at time of appointment and continued maintenance of a valid California Driver License may be required.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_