

ALVA

OKLAHOMA

WHERE CHARM AND ADVENTURE MEET

Job Title: Grant
Department: Administration
Reports to: City Business Manager
FLSA Status: Non-Exempt, Part-Time
Salary Grade: 10
Salary Range: \$20.02/hour to \$27.71/hour

Job Summary

This position is for a grant writer/researcher and project administrator for the City of Alva.

Essential Functions

The position will require knowledge and experience with professional research and writing as evidenced by excellent communication and organizational skills. The position also demands that the successful applicant have knowledge of basic business and financial terminology and is capable of creative problem solving which are necessary in grant writing and project administration. Knowledge of Census data and demographic analysis is expected. Above average technology use with Microsoft Office software is required. Applicant must be a self-starter and a team-oriented employee. Position must pass a background and drug test. Some overnight travel may be required.

Educational/Experience Requirements

High School Diploma and bachelor's degree is preferred.

Certificates, Licenses, Registrations

No certification, license or registrations required

Position Responsibilities

The individual hired for this position will be responsible for working closely with and reporting to the City Manager in identifying funding needs within the various municipal departments and conducting ongoing grant research to identify possible sources of funding support for improving the City of Alva's operations and services to the public. This position will require that the individual successfully manage time and resources to allow for the submission of grant applications to various state and federal agencies and private philanthropic organizations by meeting deadlines in a timely manner. Project administration will involve data tracking, financial tracking, submission of all required reporting to grantor agencies, conducting necessary evaluation procedures of funded projects, and submission of close out documents upon completion of any grant funded projects. All grant funded projects will be well organized and managed using professional project management software, excel, and standard administrative procedures.

Physical/Mental Requirements

Essential and marginal functions require maintaining physical condition necessary for sitting, and/or standing or walking for prolonged periods of time.

Environmental Conditions and Safety Concerns

Office/field environment; may work in inclement weather conditions.