



Office of Mayor Antonio R. Villaraigosa

Grants Director Job Description

Department: Mayor's Office of Homeland Security and Public Safety
Position: Grants Director – Exempt Position

The Mayor's Office of Homeland Security & Public Safety is responsible for securing and managing approximately \$300 million in State and Federal grants that support homeland security and criminal justice programs. Many of the grants are developed as a collaborative with partnerships between the Mayor's Office and the Los Angeles Police Department, the Los Angeles Fire Department, the City Attorney's Office, the District Attorney's Office, the U.S. Attorney's Office, Partner Cities, the County of Los Angeles and/or various community-based organizations.

Duties and Responsibilities: Under the supervision of the Deputy Mayor and the Associate Director of the Mayor's Office of Homeland Security & Public Safety, the Grants Director will manage an extensive array of duties and tasks related to the administration of State and Federal grants, including:

- Collaborating with a team of 10-15 specialists that administer the contractual and programmatic aspects of the various grants;
- Ensuring compliance with all grant requirements;
- Conducting annual monitoring visits of grant sub-recipients;
- Providing grant revenue and expenditure projections for the annual City budget;
- Reviewing grant applications and amendments;
- Assisting in the design of program components;
- Planning implementation of accepted grant proposals, often in conjunction with co-grantees and/or sub-grantees;

- Collaborating with the Financial Management Unit Director on financial matters related to the grants;
- Identifying funding opportunities for emergency preparedness, homeland security and public safety programming;
- Developing appropriate budgets for grant administration and execution;
- Securing and maintaining relationships with grantors, co-grantees, and sub-grantees which involves travel;
- Reviewing progress reports to grantors;
- Presenting grant-related issues before the City Council;
- Reviewing reports to the City Council regarding grant acceptance and status;
- Preparing written and oral briefings to the Mayor regarding emergency preparedness, homeland security and public safety grant issues; and

Requirements: Previous management experience; a graduate degree from an accredited college or university; minimum of two years professional experience in grant management and implementation, or equivalent experience, including writing, monitoring, procurement, contracting, audits and management of program and fiscal components of large grants; ability to conduct compliance assessments and budgetary analyses; excellent communication skills and ability to work with grantors, City department staff, community representatives, and elected officials; experience and strong track record working as part of a team, while also demonstrating initiative and ability to work independently; strong research and writing skills; and proficiency with Microsoft Word, Excel, and PowerPoint.

Salary: Salary is commensurate with demonstrated skills and work experience.

Qualified candidates should send a cover letter and resume to:

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