

ASSISTANT CHIEF GRANTS ADMINISTRATOR, 1577

Summary of Duties : Assists in planning, organizing and directing the implementation of grant-funded programs in the areas of employment, training, housing, senior citizens' services and community development; acts as assistant head of a major division or as head of a major special unit or section; and does related work.

Distinguishing Features : An Assistant Chief Grants Administrator acts as assistant head of a major division and is responsible for assisting in the overall planning and direction of the activities of a professional and support staff engaged in implementing a large grant-funded program in one or more of the following areas: employment, training, housing, senior citizens' services and community development. An employee of this class receives minimal direction and supervision and work is reviewed in terms of the accomplishment of the overall goals and objectives of the grant program.

An Assistant Chief Grants Administrator may also serve as the head of a major special unit or section of professional employees engaged in a specialized aspect of program implementation or monitoring, reporting directly to the highest levels of department management.

Examples of Duties : Assists in the overall management and direction of a major division responsible for administering a large-scale grant program in one or more of the following areas: employment, training, housing, senior citizens' services or community development; through subordinate supervisors, directs the activities of professional and support employees engaged in planning, developing, implementing, monitoring and evaluating grant funded projects or engaged in providing fiscal guidance, monitoring and assistance to grant-funded projects; directs the preparation of comprehensive proposals and applications for grant funds;

Recommends, interprets and oversees the implementation of policies and procedures to ensure effective delivery of services and compliance with policies, regulations and guidelines of the City and the funding agency; assists in the development of division work programs, goals and objectives; establishes priorities, work methods, work standards and timetables and oversees their application to ensure accomplishment of both short-range and long-range goals;

Reviews reports, contractual documents and correspondence prepared by subordinate staff for quality, appropriateness of recommendations and conclusions, and adherence to department and City policies; may review more complex reports, contracts and correspondence for technical accuracy and content; may personally prepare reports on the most sensitive or controversial matters or on matters involving policy issues;

Coordinates division activities and work programs with those of other divisions or other City departments involved in similar or related functions and programs; maintains liaison with Mayor's Office, City Council, other City departments, other public and private agencies and officials and community representatives in the planning and management of grant-funded community development programs; meets with high level City management, representatives of funding or compliance agencies and community organizations to discuss a variety of difficult or complex problems related to grant-funded programs; appears before the City Council and its committees, community organizations and at public meetings and hearings to present and discuss department recommendations or actions on a variety of issues related to the planning, implementation or performance of grant-funded programs;

Recommends appropriate level of staffing and equipment for division's annual budget request; recommends changes in the organizational structure of the division to improve efficiency or economy; reviews recommendations to select, promote, reassign or discipline subordinate employees;

May act as division head in the latter's absence; and may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the theory, principles and practices of community development and employment or training programs; a good knowledge of laws and regulations relating to grant-funded community development and employment or training programs; a good knowledge of grant application and administration procedures; a good knowledge of the major principles and practices of planning, implementing, administering, monitoring, evaluating and preparing contracts for community development and employment or training programs; a good knowledge of City, state and federal practices and procedures for organization, budgeting and financial administration related to grant-funded programs; a good knowledge of community and job development needs, resources and programs; a good knowledge of City budgetary, administrative, personnel and legislative rules and procedures; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a good knowledge of the principles and practices of supervision; a good knowledge of memoranda of understanding as they relate to subordinate personnel; a working knowledge of the organization and activities of public and private agencies and community organizations interested in community problems and activities; the ability to plan, organize and direct the work of professional employees engaged in planning and implementing grant programs in the areas of employment, training, housing, senior citizens' services and community development; the ability to develop effective plans to measure the success of such programs; the ability to formulate policies and procedures to ensure compliance with federal, state and local regulations and guidelines; the ability to analyze complex reports, procedures or problems, identify relevant issues and formulate reasonable conclusions or effective solutions;

the ability to write clear, concise and persuasive reports involving the summary and analysis of information and the justification of recommendations or findings; the ability to speak before groups and direct meetings for the purpose of providing information or persuading persons; the ability to represent department management before the City Council and its committees on matters related to grant-funded programs; the ability to direct the training and evaluation of subordinate personnel; the ability to deal tactfully and effectively with individuals from various socioeconomic levels, representatives of governmental and community organizations and City officials.

Appointment to this class is subject to a one-year probationary period under provisions of Section 109 of The City Charter.

Two years of experience, at the level of Senior Grants Management Specialist, supervising professional employees engaged in the design, implementation, administration or evaluation of employment, training, housing, senior citizens' services or community development programs or in negotiating and preparing contracts for such programs is required for Assistant Chief Grants Administrator.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds; good speaking and hearing ability.

Persons with certain handicaps may be capable of performing the duties of some positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.