



## CLASS SPECIFICATION

10/07/04

### CHIEF GRANTS ADMINISTRATOR, 1579

**Summary of Duties:** Plans, directs and coordinates the implementation and administration of large-scale grant-funded programs in the areas of employment, training, economic development and community development; acts as head of a major division; and does related work.

**Distinguishing Features:** A Chief Grants Administrator serves as head of a major division and is responsible for the overall planning and direction through subordinate supervisors of the activities of a professional staff engaged in implementing a large grant-funded program in one or more of the following areas: employment, training, economic development or community development. An employee of this class reports to an Assistant General Manager and receives minimal direction and supervision. Work is reviewed in terms of the accomplishment of the overall goals and objectives of the program and of the department.

**Example of Duties:** A Chief Grants Administrator:

- Manages, directs and administers a large-scale grant-funded program in one or more of the following areas: employment, training, economic development or community development; through subordinate supervisors;
- Directs the activities of professional employees engaged in planning, developing, implementing, monitoring and evaluating grant-funded projects;
- Oversees the preparation of comprehensive proposals and applications for grant funds;
- Is responsible for development, administration and evaluation of economic development programs, business loans and business assistance programs, Industrial Development Bond conduit financings, administrative liaison and oversight of the Los Angeles Community Development Bank;
- Is responsible for administration of the Los Angeles Empowerment Zone Program and five State Enterprise Zone Programs;
- Establishes and oversees the implementation of policies and procedures to ensure the effective delivery of services and compliance with the policies, regulations and guidelines of the City and the funding agency;
- Establishes division work programs, goals and objectives, priorities, work methods and timetables, and directs their application to ensure accomplishment of department goals;
- Approves reports, contractual documents and correspondence prepared by subordinate staff;
- Reviews, evaluates and negotiates financing proposals for development projects;
- 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 executives and managers, and officials, and managers of other public and private agencies and community organizations in the planning and management of grant-funded community development programs;
- Meets with City officials and managers, and representatives of funding or compliance agencies and community organizations to discuss a variety of difficult or complex issues and problems related to grant-funded programs and economic development projects;
- Collaborates extensively with the Mayor's Office of Economic Development, Council Offices, Community Redevelopment Agency, the U.S. Department of Housing and Urban Development and various other public and private organizations in planning and implementing economic development projects in the City of Los Angeles;
- Represents the department before the City Council and its committees, community organizations, and at public meetings and hearings to present and discuss department recommendations and actions on a variety of issues related to the planning, implementation or performance of grant-funded programs;
- Prepares annual budget request for the division;
- Establishes organizational structure of the division to promote efficiency and economy;
- Reviews and approves recommendations to select, promote, reassign or discipline subordinate employees;
- May act as Assistant Department head in the latter's absence;
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** A Chief Grants Administrator must have the following Knowledge and Abilities.

**Knowledge of:**

- The theory, principles and practices of community development and employment or training programs;
- Empowerment Zone Programs, State Enterprise Zone Programs, Section 108 Loan Administrations;
- Laws and regulations relating to grant-funded community development and employment or training programs;
- Grant application and administration procedures;
- Major principles and practices of planning, implementing, administering, monitoring, evaluating and preparing contracts for community development and employment or training programs;
- City, state and federal practices and procedures for organization, budgeting and financial administration related to grant-funded and economic programs;
- Community, business development program and job development needs, resources and programs;
- City budgetary, administrative, personnel and legislative rules and procedures;
- Laws and regulations related to equal employment opportunity and affirmative action;
- Principles and practices of supervision;

- Memoranda of understanding as they relate to subordinate personnel;
- The organization and activities of public and private agencies and community organizations interested in community problems and activities.

Ability to:

- Plan, organize and direct the work of professional employees engaged in planning and implementing grant programs in the areas of employment, training, economic development and community development;
- Develop effective plans to measure the success of such programs;
- Formulate and implement policies and procedures to ensure compliance with federal, state and local regulations and guidelines;
- Analyze complex reports, procedures or problems, identify relevant issues and formulate reasonable conclusions or effective solutions;
- Write clear, concise and persuasive reports or findings;
- Speak before groups and direct meetings for the purpose of providing information or persuading persons;
- Represent department management before the City Council and its committees on matters related to grant-funded and economic development programs;
- Direct the training and evaluation of subordinate personnel
- 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 1011 of the City Charter.

**Requirements:** Two years of full-time paid experience in a position at least at the level of Assistant Chief Grants Administrator engaged in the design, implementation, or evaluation of employment, training, economic development or community development programs.

**License:** A valid California driver's license may be required.

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

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonable accommodate the limitations.

**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 all of the duties, responsibilities, and required qualifications of any position shall be.**