



Office of Mayor Eric Garcetti

Grant Specialist Job Description

Department: Mayor's Office of Public Safety
Position: Grant Specialist – Exempt Position – Grant Funded

Duties and Responsibilities: Administers State and Federal grants related to homeland security, emergency preparedness and public safety, and assists in formulating policy with respect to the allocation of these grant funds. Responsibilities include, but are not limited to:

- Managing grant projects for public safety agencies in the City of Los Angeles, County of Los Angeles, and/or other subrecipients;
- Managing and reconciling grant budget allocations, reviewing/approving grant expenditures, and ensuring grant spending deadlines are met;
- Monitoring subrecipient compliance with grant requirements and applying City, State and Federal regulations, as applicable; preparing requests and progress reports to Grantors; and providing information related to City, State and Federal audits;
- Securing and maintaining relationships with Grantors and subrecipients;
- Conducting grant trainings and participating in the facilitation of quarterly meetings with subrecipients;
- Writing reports to the City Council regarding grant acceptance and status, and attending Committee and Council meetings, as necessary;
- Preparing written briefings to the Mayor regarding emergency preparedness, homeland security and public safety issues; and
- Attending emergency preparedness, homeland security and public safety events on behalf of, or with, the Mayor.

Requirements: An undergraduate degree from an accredited college or university but Master's Degree preferred. A minimum of two years professional experience in grant/project management and implementation, or equivalent experience, including monitoring and management of program and fiscal components of large government contracts; 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 software programs.

Salary: Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience. Excellent benefits.

Qualified candidates should email a cover letter and resume to:

Gabriela V. Jasso
Director of Grants & Finance
Mayor's Office of Public Safety
200 N. Spring Street, Room 303
Los Angeles, California 90012
gabriela.jasso@lacity.org

Note: This Grant Specialist is an exempt, at-will position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. This Grant Specialist may be removed, without cause, by the hiring authority.