CITY OF HOUSTON

Job Posting

1	*Applications accepted from:*	**ALL PERSONS INTERESTED**
2	*Job Classification*	**Staff Analyst – Exec Level (Grant Operations Administrator)**
3	*Posting Number*	**PN# 106077**
4	*Department*	**Mayor's Office**
5	*Division*	**Government Affairs**
6	*Section*	
7	*Reporting Location*	**611 Walker 4th Floor**
8	*Workdays & Hours*	**M-F, 8 A.M - 5 P.M***

***Subject to change**

9 ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***

Under the guidance of the Director of Government Affairs, is responsible for all aspects of grant coordination and oversight for the City of Houston. Identifies grant and other funding opportunities, works with departmental grant liaisons on grant application preparation and submission, ensures compliance with grant requirements on appropriations and management of funds and compliance with grant timelines. May write grants for departments without designated grant writers. Responsible for creating and maintaining a comprehensive database of all city grants, including those in progress and those in pending status. Researches, designs, compile and maintain an on-line clearinghouse of grant-related information for all city grant writers' use. Works with the Director to develop and present on-going training programs for city grant writers to increase the success rate in grant acquisitions. Works on special projects of medium to high complexity as assigned by Director of Government Affairs.

10 ***WORKING CONDITIONS***

Routine office environment.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***

Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***

Three years of professional administrative, financial or analytical experience related to the type of work being performed.

13 ***MINIMUM LICENSE REQUIREMENTS***

14 ***PREFERENCES***

Strong written and oral communication skills. Team Player. Strong organizational and management skills. Strong preference given to candidates with previous grant management and grant writing experience.

15 ***SELECTION/SKILLS TESTS REQUIRED*** None

16 ***SAFETY IMPACT POSITION*** ☐ Yes ☒No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

☐

17 ***SALARY INFORMATION***

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 26

1,587-$2,203 Biweekly $41,262-$57,278 Annually

18 ***OPENING DATE*** JULY 27, 2005

19 ***CLOSING DATE*** Open Until Filled

20 ***APPLICATION PROCEDURES***

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9496.**

An equal opportunity employer