

**City of Sallisaw  
Job Description**

**Job Title:** Grant Specialist

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**Exempt (Y/N):** No

**Department:** Finance

**Date:** December 2019

**Reports To:** Finance Director

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**SUMMARY:**

The incumbent is responsible for post-award grant administration and accounting, including expenditure analysis, approvals and financial reporting, and recording of any inventory as required. Responsibilities also include managing and monitoring the financial position of each project from inception to completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include, but are not limited to, the following. Other duties may be assigned.

1. Assist in development and oversight of strategic partnership agreements with Public Safety entities receiving FR CARA funds for naloxone training (coordinating signatures between parties, timely payments and any paperwork involved with payments).
2. Assist with coordinating purchase and inventory of controlled drugs purchased with grant funding.
3. Prepare monthly/quarterly budget updates of FR CARA expenditures and distributions to 1<sup>st</sup> responder partners.
4. Prepare and process expense reports and reimbursements for FR CARA staff and partners.
5. Assist with travel coordination of FR CARA staff and partners if traveling on behalf of FR CARA.
6. Serve as liaison between Sallisaw Now Coalition and City Departments for communications, approvals, and reporting related to grants.
7. Assists in the coordination of all aspects of awarded grants. Ensures the city complies with all grant regulations and reporting deadlines. Assists the Finance Director in project accounting and accounting for awarded funds. Maintains master file for each grant.
8. Coordinates payment requests and disbursements of grant funds with the Finance Director and Purchasing Agent.
9. Become familiar with city software programs.
10. Assist the Director of Finance with budget preparations, city presentations and other projects as needed.
11. Perform accounting duties as assigned related to the General Ledger and Budget.
12. Represent the City at various meetings and events as needed.

13. Attend off-site training conferences and workshops, some requiring overnight and out-of-state travel to obtain required certifications as required by certain grant agencies.
14. Prepare various memos, spreadsheets and presentations as needed using Microsoft Word, Excel, PowerPoint and Publisher.
15. Appear for scheduled work with regular, reliable and punctual attendance.
16. Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree or equivalent from an accredited university with focus on accounting/business fields of education and two years related experience in a business environment or any combination of education and work experience that could likely provide the required knowledge, skills, and abilities to perform the functions of the position.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public and or other employees.

**INTERNAL AND EXTERNAL COMMUNICATION:**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Regular contacts with customers, either within the office or in the field. May also involve self-initiated contacts with customers. Must be able to maintain a cooperative working relationship with other employees and departments of the City.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

**COMPUTER AND ADMINISTRATIVE SKILLS:**

To perform this job successfully, an individual must have knowledge of Microsoft Office products, primarily Excel, PowerPoint, Publisher and Word, and the ability to learn other specific programs related to municipal government operation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand and walk; use hands and fingers to handle and feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the City of Sallisaw, Oklahoma.

Approved:  \_\_\_\_\_

Date: 12/10/19

City Manager

Modified: 12/3/2019 (New)