

Job Title: Temporary Grant Writer/Administrator
Pay Rate: \$20 - \$25 per hour (DOE)
Department: Administration, City of Craig
Immediate Supervisor: City Administrator
Date Posted: March 12, 2024

Position Summary

Under the direction of the City Administrator, the Temporary Grant Writer/Administrator will work on a variety of grants from federal, state and private sources for the City of Craig. Grant work will include coordination with other departments, procurement, grant writing, tracking existing grants, grant reporting, coordinating grant financials and other aspects of grant management as needed. The city currently has a number of open grants, grants under application, identified congressionally directed spending requests, and pending state and federal grant applications ranging across several departments and projects.

Duties & Responsibilities

- Tracking Current Grants and maintaining program and financial reporting.
- Continuing work on pending grant applications and administering newly approved grants.
- Analyzing Notices of Funding Availability and coordinating with city departments for new grant opportunities.

Qualifications

- Must be 18+ years of age.
- Must possess good oral and written skills.
- Postsecondary education preferred.
- Must pass pre-employment drug screening.
- Experience writing applications, administering and managing state, federal, and private grants.
- Experience with grants.gov preferred.
- Must be able to work independently.

Supervision

The Temporary Grant Writer/Administrator works under the general supervision of, and is responsible to, the City Administrator.

Language Skills

Ability to read and interpret documents such as Notices of Funding Availability, grant instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to understand and complete or administer complex grant applications and reports.

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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some work may be done remotely at the discretion of the city administrator and based on availability of office space at Craig City Hall.

Position & Benefits

This is a temporary, part-time, non-exempt position with the City of Craig. Compensation does not include PERS retirement, medical insurance, or paid leave benefits. The City of Craig is an Equal Opportunity Employer.

Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.

Printed Name

Signature

Date

Director

Date