



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Grants Administrator
DEPARTMENT: Finance
DIVISION:
SUPERVISED BY: Finance Director

JOB SUMMARY/OVERVIEW OF THE POSITION:

Under the general direction of the Director, the Grants Administrator performs highly responsible technical, professional, and administrative duties related to grant research, writing, coordination, compliance, and reporting. This position manages the full lifecycle of grants, from identifying opportunities and submitting applications to overseeing implementation, monitoring expenditures, and ensuring compliance with all requirements. Responsibilities include grant research, financial planning and reporting, budget development, administration of awards, and coordination across departments. The incumbent must be self-motivated, detail-oriented, and organized, with the ability to manage multiple projects and ensure compliance with federal, state, and local grant regulations. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Develop, implement, and manage a comprehensive citywide grants program, including researching opportunities, preparing applications, coordinating awards, and ensuring compliance.
- Identify and evaluate potential funding sources from federal, state, local, and private agencies; disseminate information to appropriate staff.
- Prepare, submit, and monitor grant applications, budgets, contracts, and reports to ensure timely completion and compliance with requirements.
- Serve as the City's primary coordinator of grants, collaborating with all departments and offices.
- Provide research, analysis, and recommendations related to policy development, program planning, and evaluation.
- Oversee the administration of awarded grants, including expenditure tracking, performance monitoring, and preparation of required reports.
- Monitor deadlines, maintain records, and communicate regularly with staff to ensure deliverables are met.
- Coordinate with the Finance Department on budget development, amendments, and audits.
- Prepare agenda items for City Council and represent the City at public meetings, grantor agency meetings, and workshops.
- Develop and maintain a centralized resource library of grants, applications, and related documentation.
- Assist departments with compliance audits and prepare necessary responses.
- Prepare Legislative Appropriation requests and other special funding requests.
- Provide grant-related information to citizens and community stakeholders as directed.
- Maintain professional relationships with federal, state, and local grant agencies.
- Represent the City positively and professionally in all interactions with colleagues, officials, and the public.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of grant writing, administration, and compliance requirements.
- Knowledge of budgeting principles and financial tracking methods.
- Strong research and analytical skills for identifying funding opportunities.
- Proficiency in financial software, Microsoft Excel, Word, and database systems.
- Ability to prepare, analyze, and interpret financial and programmatic reports.
- Ability to develop and manage multiple projects with competing deadlines.
- Strong written and verbal communication skills, including report preparation and public presentations.
- Ability to establish and maintain effective working relationships with staff, agencies, contractors, and the public.
- Skilled in negotiation and coordination with vendors, contractors, and grant agencies.
- Ability to work independently and as part of a team, exercising sound judgment and initiative.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's degree in Public Administration, English, Business Administration, or related field.
- Minimum of three (3) years of professional experience in grant writing, preparation, and/or administration.
- Government agency experience preferred.
- Equivalent combinations of education, training, and experience may be considered.

Licenses, Certifications, or Registrations:

- Valid Florida Driver's License required.
- National Grants Professional Certification (GPC) preferred.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE