CITY OF POCATELLO
JOB DESCRIPTION / CLASSIFICATION SPECIFICATION

Position Title:	**Grant Division Manager**				
Pay Grade:	G15		**FLSA Status**	Non-Exempt	
Department	Planning & Development Services		**Supervised By:**	Planning & Development Services Director	
FTE:	1		**Position #:**		
Date Established:	01/2022	**Date of Review:**	04/2026	**Date of Revision:**	04/2026

CLASSIFICATION SUMMARY

The Grant Division Manager position manages and administers the grant application, award, compliance, and financial reporting process of the City. This is accomplished by managing and modifying grant processes as needed, pre- to post-award; monitoring City grant expenditures for eligibility with federal, state, and local guidelines; providing monthly and other financial reports to City leadership and elected officials; ensuring departments are compliant with all applicable regulations regarding financial and reporting requirements; and maintaining a City-wide database of all grant applications and awards received. This position is also responsible for directly completing financial and reporting requirements of grants that include multiple City departments.

The Division Manager supervises the Grant Division staff, including hiring and training responsibilities. Additionally, this position works closely with senior management, elected officials, regulatory agencies, and the public to ensure compliance with regulatory standards and transparency in grant administration. This role requires a combination of expertise in municipal administration and financial management. A strong ability to collaborate across departments and engage with external stakeholders is key to success in this position.

The position is responsible for the administrative and technical work related to the researching of available grant funding, development of grant proposals, completion of requisite grant applications, and supporting the grant writer and various City departments with grant administration. The position is responsible for ensuring compliance with all grant regulations, requirements, terms and conditions for applicable grant funded projects throughout the City.

The job includes responsibility for managing and overseeing the Community Development Block Grant (CDBG) entitlement including creating and implementing a five-year Consolidated Plan for Housing and Community Development, a five-year Analysis of Impediments to Fair Housing Choice, and all other plans and reports and required by the Department of Housing and Urban Development (HUD). This is a management and supervisory position reporting to the Planning and Development Services Director.

The job requires a Bachelor's Degree in Public Administration or a related field and five years' federal grant management experience. A Master's Degree in Public Administration or related field is preferred.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a department office environment. The job occasional requires field inspections of projects. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES ***(illustrative only and may vary by assignment)***

Develops grants management system and database, develops presentations of composite data, and performs comparative analyses of fiscal and operational performance data.

Manages Planning & Development Service Department Grants and provides grant management for interdepartmental or cross-departmental grants. Coordinates grant writing and submission with City departments; manages, monitors, and tracks performance data on grants to ensure compliance with contract requirements and local, state, and federal regulations; submits all required reports in accordance with grant requirements; manages the grant budgets including submission for reimbursement and payment from granting agency, monthly reconciliation of budgets, accounting for in-kind match expenses, developing budget amendments as needed, and monitoring grant balances. Provides reports to requisite staff and Council.

Ensures compliance and completing of progress, financial, and other reports for grant-funded awards for the City. Ensures compliance with the City's adopted Grant Policies and Procedures.

Tracks and responds to grant inquiries; facilitates grant management meetings and training; and establishes strong favorable relationships with grant administrators and writers across the City.

Communicates with various levels of officials in other agencies outside the City organization. Communicates with other City employees to explain and interpret regulations, practices, and policies regarding grant applications, grant administration, and grant management activities.

Supervises grant related projects that fall within the scope of the Grant Project Administrator and ensures compliance with all federal, state, local, and grant specific requirements.

Instructs others regarding grant application, grant administration, and grant management matters. Prepares written documents, such as research reports, feasibility studies, policies and procedures, memos, schedules, etc.

Reviews the work of employees engaged in writing grant proposals to ensure compliance with City policies and operating procedures, and federal and state regulations. Monitors and evaluates information and work-related conditions to determine compliance with prescribed standards, regulations, and guidelines.

Serves as an information resource for various City-wide departments concerning grant availability and requirements; attends board and commission/committee meetings as necessary, fielding questions and providing information about programs; assists in the dissemination of grant or program related communications through external media channels, website, cable channels, and direct mail.

Plans, implements, and manages the City's CDBG block grant program and the Lead Hazard Control grant. Ensures the City is in compliant with all grant program requirements.

Creates and implements the Housing and Urban Development (HUD) Department required five-year Consolidated Plan (Con Plan) for Housing & Community Development and five-year Analysis of Impediments (AI) to Fair Housing Choice. Creates the HUD-mandated annual Action Plan (AP) for the Con Plan and AI, planning projects and funding levels within the Con Plan and applicable federal, state, and local regulations. Creates the HUD-mandated Consolidated Annual Performance and Evaluation Report, reporting the City's CDBG-funded work wand compliance to HUD, the City Council, and the community served.

Manages all CDBG funded programs administered by the City and subrecipients. Creates and monitors CDBG and Lead Hazard Control budgets and spending, integrating them into the City's general budget.

Directs the City's Lead Hazard Control grant program and maintains compliance with HUD's Office of Lead Hazard Control and Healthy Homes.

Administers purchase of property for construction of affordable housing including, but not limited to, researching property, preparing purchase offer, and preparing documentation and financial records, to ensure grant compliance.

Acts as City liaison for HUD programs and activities to other agencies, organizations, and the community. Creates, modifies, and interpret policies and procedures for HUD grant programs. Manages projects to maintain statutory and regulatory compliance including procurement, contract management, and fund management and reporting.

Directs, supervises, and trains CDBG and LHC staff to ensure compliance with program requirements. Performs training, guidance, and technical assistance to other organizations, contract consultants, and City employees. Serves as staff liaison to CDBG Advisory Board Committee.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- General principles and practices of providing grant funded services at the municipal level; and process and procedures for implementing and administering various federal and state grants;
- Federal Community Development Block Grant (CDBG) and other applicable and related federal grant and program regulations, and administrative requirements, methods, techniques, and objectives;
- Intermediate accounting and bookkeeping methods, techniques, and objectives;
- Municipal budgeting methods, techniques, and objectives;
- Employee supervision, training, and evaluation methods, techniques, and objectives;
- Methods and techniques of loan qualifying and processing, real estate transactions, and land purchasing and sales;
- Local, State and Federal procurement standards, including micro purchase, small purchase, request for bid, and request for proposal processes in accordance with 2 CFR 200.
- Contract oversight, enforcement, and management;
- Federal grant audits or monitorings;
- Federal housing program statutes, codes, and regulations;
- Operation of basic office equipment including a personal computer and job-related software applications.

Skill and Ability to:

- Plan, implement, and manage the City's CDBG and Lead Hazard Control programs, ensuring the City is compliant with all grant program requirements;

- Create and implement the Housing and Urban Development (HUD) Department required plans and reports, including the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report;
- Complete Federally required environmental reviews in compliance with 24 CFR Part 58;
- Act as City liaison for HUD programs and activities to other agencies, organizations, and the community;
- Maintain records, documents, and logs and prepare periodic reports;
- Demonstrate strong customer service principles including issue resolution;
- Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables;
- Ability to comprehend and make inferences from legal and administrative written materials;
- Maintain a collaborative and cooperative working relationship with elected and appointment officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies, and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in public or business administration required; Master's Degree in public or business administration preferred;
- Five (5) years CDBG or federal grant administration and supervisory experience is preferred;
- Five (5) years of project management experience preferred;

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS *

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb a ladder, work at heights, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate a motor vehicle and job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This is a limited service grant position contingent upon annual federal budget allocation

Position Notes	Planning & Development Services
Historical Title:	Grants Manager
Historical Pay Grade:	G13
Clothing Allowance:	No
Safety Footwear Program:	No
CDL Pool:	No
Tied to Other Positions:	No

CBA:	No
Project Codes:	Yes
Job Specific Expectations on File	