

# Grants Administrator Analyst

City of Memphis- Memphis Parks and will be posted through 4/8.

**ESSENTIAL JOB FUNCTIONS:** Works under the supervision of the assigned manager to develop and manage grant funding opportunities for the division and analyze grants to ensure fiscal and programmatic compliance with federal, state and private grant policies, rules and regulations. Provides departments with technical assistance for the fiscal reporting of grant awards and the grants close-out process. Ensures compliance with grant requirements through communicating with funders, auditors, and contract compliance. Monitors on-going grant projects and prepares reports of grant activity status. Determines feasibility of developing programs to supplement local annual budget allocations. Coordinates activities pertaining to the compliance of grant funds, including searching and identifying availability of grants and funding sources for existing and proposed programs and projects. Assists in establishing and implementing internal controls to monitor grant awards. Keeps abreast of available grants and federal, state, and local legislation that may impact grant funding. Participates in division grant liaison meetings. Utilizes various computer software applications to create documents, spreadsheets, charts, graphs, databases, etc. in the grant compliance process. Requires ability to read, interpret, and apply federal regulations. Reports on progress of grant projects and responds to general questions regarding funding opportunities and requirements.

**OTHER FUNCTIONS:**

1. Performs additional functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Must be able to communicate clearly both verbally and in writing. Requires the ability to operate general office equipment such as a personal computer and telephone.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office environment. Some travel within and periodically outside the city is required.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting, Finance, or a closely related field and four (4) years' experience in accounting, budget or grant management; or any combination of experience or training which enables one to perform the essential job functions. Experience with various computer software applications required.

**The City Charter requires that City Employees must establish residence within Shelby County within six (6) months from date of Employment. Proof of residence will be required at the time of hire. The City Charter requires that City Employees, with the EXCEPTION of “first responders”, must establish residence within Shelby County within six (6) months from their date of Employment. Proof of residence will be required at the time of hire. As defined by Tennessee House Bill 105, "first responder means paid, full-time law enforcement officers, firefighters, and emergency medical personnel and dispatchers of law enforcement, fire and**

**emergency medical service departments."**

**The City of Memphis is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Office of Talent Management at [talent.management@memphistn.gov](mailto:talent.management@memphistn.gov).**

Additional Information

- Posting Date: Mar 27, 2024

Compensation

- Minimum Salary: US Dollar (USD) 44,685.16
- Maximum Salary : US Dollar (USD) 67,912
- Pay Basis: Yearly

The City Charter requires that City Employees, with the exception of "first responders", must establish residence within Shelby County within six (6) months from their date of employment. Proof of residence will be required at the time of hire. As defined by Tennessee Senate Bill No. 29, "first responder" means paid, full-time law enforcement officers, firefighters, and emergency medical personnel.

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