	THE CITY OF KEY WEST Job Description	Civil Service, Hourly Position	
		DATE OF REVISION	NEW 11/08
POSITION	GRANTS ADMINISTRATOR	MIN. HOURLY WAGE	$19.7537
DEPARTMENT	GENERAL SERVICES		
JOB CODE		GRADE	N32

PHYSICAL LOCATION:

- 604 Simonton Street, Key West and other areas as assigned.

REPORTING RESPONSIBILITIES:

- Reports to General Services Director or designee

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GENERAL FUNCTIONS:

- Incumbent in this position will develop and prepare request for qualifications/bids, work descriptions and technical specifications for projects and improvements involving City right of way and facilities for Department of Transportation Grant projects and other related grant projects.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English clearly in order to communicate clearly.
- Able to work a forty (40) hour work week and additional hours as required.
- Able to use equipment and/or materials as specified in this job description.
- Computer literate and knowledgeable in Microsoft Office products
- Able to see and hear well enough to perform the duties of this job description.
- Possess and maintain valid Florida driver's license.

EQUIPMENT TO BE USED:

- Personal computer and software to include Word, Outlook, Excel and Power Point and other software applications related to job. Able to operate printers, copy machines, scanner, telephone systems and fax machines.

ENVIRONMENT:

- Most work performed in office conditions.

PHYSICAL REQUIREMENT:

- Sitting 70%
- Standing 10%
- Bending/Reaching 3%
- Climbing 2%
- Walking 10%
- Driving 5%

DUTIES/TASKS/JOBS:

- Develops and maintains requests for qualifications/bids, work descriptions and technical specifications for projects and improvements involving City right of way and facilities for Dept of Transportation grant projects, related projects and grants as assigned.
- Tracks grant activity for all projects.

- Research and identify grant funding opportunities.
- Assist in correspondence preparation and file management related to work assigned.
- Prepares all relevant data and provides reports as required..
- Routes documents to required City staff for review and approval.
- Communicates with staff regarding documents, explains information and answers questions
- Provide documents to appropriate City staff to upload into DemandStar system and public advertisement.
- Other duties as assigned by department head/designee.

REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- Ability to read, write, understand and interpret general and technical specifications and requests for qualifications with strong emphasis on municipal applications.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials.
- Ability to work well as part of a team.
- Proficiency in the use of personal computer software for data/spreadsheets and word processing.
- Strong analytical and problem solving skills.
- Excellent verbal and written communication skills; ability to prepare reports with clear, concise documentation and information.
- Ability to gather, compile and analyze data using multiple sources and media.
- High school graduate
- Associates degree in construction technology, construction management, finance or related field
- Five years related work experience as determined by department head.
- Combination of experience and education can be substituted as determined by department head.
- Possession of valid Florida driver's license.

ACKNOWLEDGMENT

By my signature below, I hereby acknowledge, understand and affirm that, either as part of the pre-employment screening or, post-hire probationary period, a detailed in-person, on-site background investigation will be conducted.

Further, I hereby acknowledge, understand and affirm that, should the above noted background investigation disclose unsatisfactory information, the possibility exists that I may be terminated from further pre-employment consideration or post-hire probationary employment.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

_____ _____

Applicant Signature **Date**

THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION VETERANS PREFERENCE EMPLOYER

Apply at: **City Hall, Office of Human Resources**
525 Angela Street, Key West FL 33040
Office Telephone: (305) 809-3714