

GRANTS SPECIALIST 1

Job Description

Direct Supervisor: Community Development Director

Date: June 2022

FLSA Status: Non-Exempt

Work Location: Hybrid

Position Summary

This is an administrative position directly responsible for grant programs and activities within the community development department, with a primary emphasis on housing.

Essential Job Duties:

1. Collect information and maintain contacts with potential funding sources, contractors and clients.
 - a. Maintain list of potential clients and their needs.
 - b. Maintain contact with funding sources, local, state and federal.
2. Administer grant programs.
 - a. Prepare documents (i.e. income verifications, etc.) as needed to meet funding source requirements.
 - b. Ensure compliance with funding source laws and requirements.
 - c. Maintain positive working relationship with all parties to keep process moving in an expedient manner.
 - d. Work with team members as needed to complete project and adhere to project timeline.
 - e. Keep supervisor informed of progress and problems.
 - f. Maintain complete file to record project activities. Organize information so files can be easily reviewed.
 - g. Maintain accurate records in housing software and other programs.
 - h. Ensure client application materials are received and verified.
3. Process building and code enforcement inspection documents and maintain accurate records of SWIPCO's inspection program to facilitate reporting and billing of clients.
4. Maintain positive working relationship with staff, contractors, member governments, funding sources, and general public.
5. Perform additional duties as assigned by the Community Development Director or the Executive Director.

Knowledge, Skills and Abilities Required

- Understanding of general housing and finance terms
- Knowledge of funding opportunities
- Knowledge of MS office suite software
- Ability to learn how to use housing management software
- Knowledge of agency personnel policies and procedures
- Good oral and written communication skills
- Good time management skills
- Good customer service skills
- Ability of maintain confidentiality of SWIPCO, member governments, and clients
- Ability to prioritize work
- Ability to proficiently operate a variety of office equipment
- Ability to type accurately
- Ability to maintain orderly records/files
- Ability to work with people from various backgrounds
- Ability to follow instructions
- Ability to conduct business in a professional manner
- Ability to travel rarely to occasionally for work
- Must have the ability to safely exert 20 pounds of force occasionally, and/or up to 10 of force frequently. Requires walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls (PCP Test Level 2).

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Minimum Educational/Physical Requirements

- A high school diploma or equivalent.
- Continuing education beyond high school—an associate's degree, bachelor's degree, or substantial course work toward the successful completion of a degree, or at least 3 years of relevant office work experience.
- Computer knowledge and experience with MS Office Suite.
- Must have a current valid driver's license.
- Must take a post offer Physical Capacity Profile and achieve a minimum of a Level 2. Re-testing will occur at least every 5 years or as required by the SWIPCO return to work policy following an absence due to sickness or injury.

****This position's work station is designated as "Hybrid" on SWIPCO's telework eligibility metric. This means that based on the discretion of SWIPCO and the ability of the employee, at least part of the normal work week may be performed remotely away from the SWIPCO office. A sufficient work station will be provided at SWIPCO and by the employee off-site. This arrangement shall be in accordance with the SWIPCO Telework Policy and an individualized Telework Plan.****

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in employed in this position. SWIPCO/SWITA reserves the right to revise the functions and duties of the position, or require additional or different tasks be performed when circumstances change.

I have read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

Employee's Signature

Date

Employer's Signature

Date