

Council Bill/General Ordinance No. 3010-2023

Sponsor: _____

AN ORDINANCE

AMENDING Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, by adding a job description for Management Analyst/Grant Coordinator.

WHEREAS, the formal adoption of the job description for Management Analyst/Grant Coordinator is required; and

WHEREAS, the proposed job description accurately reflects the duties performed; and

WHEREAS, the administration has reviewed this matter and has recommended the course of action taken herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOLINE, ILLINOIS, as follows:

Section 1 – That Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, is hereby amended by adding a job description for Management Analyst/Grant Coordinator, provided said job description is substantially similar in form and content to that attached hereto as Exhibit A.

Section 2 – That this ordinance shall be in full force and effect from and after passage, approval, and if required by law, publication in the manner provided by law.

CITY OF MOLINE, ILLINOIS

DocuSigned by:
Shaypato

Mayor

March 21, 2023
Date

Passed: March 21, 2023

Approved: April 11, 2023

Attest: *Jessica L. Pava*

City Clerk

GRADE	N9
FLSA	E
WC	8810
EEO	01/10
POSITION	275

JOB TITLE: MANAGEMENT ANALYST/GRANT COORDINATOR

CHARACTERISTICS OF THE JOB

Under general supervision, performs a wide variety of analytical and administrative duties in support of assigned functions, operations, department and /or division including special projects, research studies, budget analysis and other specialized functions; coordinates and performs a variety of contract and grant administration duties; coordinates assigned activities with other departments, divisions, outside agencies and the general public. Independent judgment is exercised in carrying out the responsibilities.

EXAMPLES OF DUTIES Other duties may be assigned.

Identify funding needs of various city departments and seek grant funding opportunities to meet those needs.

Perform grant research, administration and coordination on a city-wide basis.

Develop, implement and administer grant funded activities through research, analysis and preparation of proposals and reports.

Monitor grant allocations and reporting and work closely with various departments to effectively manage grants.

Implement and coordinate grant funded programs, as assigned, per program guidelines and local, state and federal regulations, policies and procedures.

Ensure that program allocation policies are adhered to and that budgetary compliance measures are in place to monitor and ensure appropriate spending levels within all assigned programs.

Recommend execution of funding draw-downs from the appropriate funding sources based on documented expenditures within pre-described time frames.

Ensure that all organizational activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices.

Provide timely, accurate responses to requests for services and information.

Develop budget estimates based on anticipated needs and recommend to management.

Conduct and/or coordinate special projects.

REQUIREMENTS

Training and Experience

Bachelor’s degree or equivalent from an accredited college or university, preferably supplemented by graduate work to the level of a master’s degree, in public administration, business administration or a related field and four (4) years progressively responsible related experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of budget and operations at the local government level; federal, state and local sources of grants; statistical methods, research techniques and applications; knowledge of fiscal and administrative office procedures, practices, systems and equipment.

Exceptional skill in public relations; and maintaining effective working relationships with other employees, public officials, government agencies and the general public; advanced skill in using Microsoft Outlook, Word, Excel and PowerPoint software; in analyzing and solving problems; written and oral communications; making public presentations to a variety of audiences; and understanding financial and operational information reports.

Ability to establish and maintain effective working relationships with governmental and community agencies, co-workers, and the general public; understand and carry out established policies and procedures; read and interpret complex documents; calculate fractions, decimals and percentages; work productively in a team environment; maintain absolute confidentiality of information and documents encountered in the job; successfully coordinate studies, collect data, analyze data and write reports; organize and carry out multiple projects simultaneously and meet deadlines; and exercise good, independent judgment.

Certificates, Licenses, Registrations

Valid Illinois driver’s license or equivalent

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The noise level in the work environment is usually quiet.

Approved:

DocuSigned by:
Bob Vitas
City Administrator

3/23/2023
Date