



Cleveland Municipal Court General Division-Job Posting

Job Title: Grant Writer/Administrator	Salary Grade: 8/9
Department: Administrative Services	Salary: \$55,075.00-\$72,100.00
Reports To: Deputy Court Admin.	Date Created: April 2008
FLSA Status: Exempt	Date Revised: February 2018

POSITION SUMMARY

Responsible for preparation of proposals and grant applications, and performance of professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities including administration and project management of successful grant awards.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Research and identify government and private funding opportunities; and distribute information on current grant opportunities to the Court.
2. Prepare grant proposals and supporting documents that are well written, researched, documented and timely submitted in response to solicitations.
3. Serve as a Court liaison to all funding agencies and organizations.
4. Acquire and maintain up-to-date knowledge of funding from federal, state and local programs and submission deadlines for applications that are relevant to the Court and Court programs. Maintain a funding calendar of activities.
5. Initiate meetings and identify appropriate staff members to become the grant development and grant review committee when preparing proposals and grant applications.
6. Coordinate writing and budget development at pre-award stage of proposal.
7. Work with Judges and Department Managers to identify funding needs and develop a grant funded strategy for submitting proposals.
8. Coordinate and complete paperwork, electronic registration and submission necessary for proposals and grants.

9. Develop and maintain a central depository of boilerplate language of information on the Court, Court programs, Court projects, Court data, past grant proposals, and funding records for the Court.
10. Coordinates the evaluation of outcomes for each grant; develops tools or systems to collect outcome data.
11. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.
12. Establishes the fiscal monitoring of approved grants to ensure quality assurance throughout all processes by reviewing available funds in compliance with state and federal procedures.
13. Maintains all required records for grant compliance. Identifies and resolves noncompliance issues.
14. Conducts internal audits and prepares outcome reports for grant compliance; conducts internal audits and prepares reporting documentation for state and federal grants; provides scheduled progress and activity reports.
15. Conducts training on regulations, requirements, application procedures, and/or project administration. Monitors and tracks grant expenditures; prepares progress and activity reports and/or billings.
16. Request and review scoring documentation on all grants submitted in order to identify strengths and weaknesses in grant submittals to improve upon future applications.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated dedication to providing excellent customer service.

2. Must be highly organized with the ability to implement systems and follow-up processes.
3. Must use independent judgment and produce a quality work product within tight time constraints.
4. Requires the ability to manage multiple priorities, to deal with a large number of variables, and to determine specific action. Must be able to define problems, collect data, establish facts, draw valid conclusions, and make recommendations for action.
5. Requires the ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with judges, attorneys, supervisors, co-workers, and the public.
6. Requires excellent interpersonal, negotiation, project planning, judgement, leadership, decision-making, analysis, and problem-solving skills.
7. Requires the ability to meet multiple deadlines and deal with shifting priorities.
8. Requires knowledge of and skills with Microsoft platform, including Word and Excel spreadsheets. Must have the ability to use required internet applications for grant filing and administrator.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in English, Communications, Journalism, Marketing or a related field with a minimum of three to five years of experience and a proven track record in grant writing, reviewing, managing and /or administering grants is required. Experience in SAMHSA, DOJ, BJA is preferred. Previous experience must demonstrate a proven record of accomplishment in securing new funding opportunities. Must have a comprehensive knowledge of research.

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180 introductory/work testing period.

APPLICATION PROCEDURE:

Thank you for your interest in a career with Cleveland Municipal Court Judicial Division.

- You may apply at: www.clevelandohio.gov/careers.
- Only qualified applicants will be contacted to move forward in the interview process.
- Accepting applications until Tuesday, March 13, 2018

Equal Opportunity Employer – Smoke-free and Drug-free Workplace