



# CLASS TITLE | GRANT COMPLIANCE ADMINISTRATOR

PAY GRADE: AT-40 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2662

Effective Date: 5/29/2024

**PURPOSE OF THE CLASSIFICATION:** Under general supervision, is responsible for the oversight of grant compliance, including but not limited to environmental, labor standards, plans and reports, and 2 CFR part 200 requirements; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Coordinate and develop plans required for federal, state, local and other grants
- Prepare, maintain and submit various reports and plans to management, grantors and elected officials
- Coordinate processes for subrecipient grants
- Develop methods and procedures to promote the proper and prudent administration and prevent misuse of grant funds, including effective oversight, compliance monitoring and other appropriate review and evaluation activities
- Provide support to city department personnel administering grants within their department.
- Establish and maintain grants administration policies and procedures
- Oversee fiscal activity for funded grants and reviews to ensure compliance
- Report to City Council or designated committees on grant budgets and performance
- Maintain standards for disbursement of funds for grant activities, as directed, ensuring current budget guidelines and grant rules and regulations are followed
- Performs and reports on annual monitoring, including internal and external audits
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university in coursework related to the essential tasks of this job description; **and**,  
(b) Five (5) years of experience in Municipal Finance and, State and Federal Grant regulations **or** experience relevant to the essential tasks listed in this job description

**Or**

2. (a) Completion of one hundred twenty (120) hours from an accredited college or university in coursework related to the essential tasks of this job description; **and**,  
(b) Three (3) years of experience in Municipal Finance and, State and Federal Grant regulations **or** experience relevant to the essential tasks listed in this job description

## Knowledge, Abilities and Skills:

Knowledge of:

- Advanced knowledge of city, state, and federal grant regulations, guidelines, and processes
- Governmental accounting and account structure
- Advanced knowledge of public administration and planning

Ability to:

- Analyze and interpret fiscal records and statistical data to prepare accurate and complete financial statements, plans and reports
- Analyze problems and recommend solutions to upper management and elected officials both verbally and in writing



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- Participate in both internal and external audits
- Develop and implement financial monitoring control systems
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skill in:

- Intermediate skill in communicating information in a clear and direct manner in public meetings with citizens and elected officials.
- Determining how best to communicate key issues
- Advanced analytical skill in evaluating complex multi-dimensional administrative procedures and processes.
- Intermediate skill in assembling and presenting clear concise information both in print and electronic formats.

Physical Requirements: Arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking or sitting for extended periods of time, reaching, and bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**EEO Code: N-02**

**Group: Fiscal**

**Series: Financial Management**