



Title: Council Office & Grant Program Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Director of Intergovernmental Affairs and Council Office. Exercises direct supervision over 4 full-time employees, Council Assistant, Administrative Assistant II.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor’s degree with preference to degree in Communication, Political Science or Public Policy
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage and administer City Council Office and to administer and coordinate the City’s grants management functions. Coordinates activities and personnel within the Council Office; plans, develops, and administers the City’s grant program; supports intergovernmental relations services; coordinates efforts within the City Manager’s Office and the Finance and Budget Department; presents information to departments and elected officials; manages special projects.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.



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HUMAN RESOURCES

2	Leadership Team member. Attends and participates in Leadership Team activities, such as, agenda review, issue, and leadership staff meetings.
3	Works with City Council, City Manager's Office, Deputy City Manager, City Attorney's Office and Department on Council related issues. Attends various Council and Management meetings to keep apprised of issues affecting the City Council.
4	Council Subcommittee Coordinator. Manages the Council Subcommittee process; accepts agenda item requests from Council members or staff; reviews items with City Manager to assign items to subcommittee; attends all subcommittee meetings; ensures subcommittee process follows policy.
5	Develops, monitors, and approves expenditures for department budgets (IGA / Council Office and Mayor / Council).
6	Works with departments to identify grants and develop grant proposal package(s). Acts as a grant resource; communicates procedural, operational, and political aspects of grant administration; conducts research on potential grant opportunities; meets with community representatives and agencies; establishes relationships; notifies departments of trends and grant opportunities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



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HUMAN RESOURCES

Work Environment for this position is indicated below with "X"

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.

Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy / fax machine, and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.