



Office of Mayor Antonio R. Villaraigosa

Grant Specialist Job Description

Department: Mayor's Office of Homeland Security and Public Safety

Position: Grant Specialist – Exempt Position – Grant Funded

Duties and Responsibilities: Grant Specialists administer State and Federal grant funds for homeland security, public safety, and emergency preparedness programming.

- Planning implementation of accepted grant proposals, often in conjunction with sub-grantees;
- Approving grant expenditures;
- Monitoring compliance and spending with grant requirements;
- Developing appropriate budgets for grant administration and execution;
- Securing and maintaining relationships with grantors and sub-grantees;
- Preparing progress reports to grantors;
- Presenting grant-related issues before the City Council;
- Writing reports to the City Council regarding grant acceptance and status;
- Preparing written and oral briefings to the Mayor regarding emergency preparedness, homeland security and public safety issues;
- Responding to local, State and Federal audits of grant funds;
- Organizing procurements; and
- Negotiating and drafting contracts with the City Attorney's office.

Requirements: An undergraduate degree from an accredited college or university; minimum of two years professional experience in grant development and implementation, or equivalent

experience, including writing, monitoring and management of program and fiscal components of large government contracts; ability to conduct compliance assessments and budgetary analyses; excellent communication skills and ability to work with grantors, City department staff, community representatives, and elected officials; experience and strong track record working as part of a team, while also demonstrating initiative and ability to work independently; strong research and writing skills; and proficiency with Microsoft Word, Excel, and PowerPoint software programs.

Qualified candidates should send a cover letter and resume to:

Laura Shin
Grants Director
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