

GRANT MONITOR

City of Milwaukee Office of Homeland Security

THE PURPOSE of the position is to provide for the fiscal management, compliance and monitoring of all grants awarded to the City of Milwaukee Office of Homeland Security (OHS).

ESSENTIAL FUNCTIONS:

Coordinate and manage creation of a fully integrated, functional City of Milwaukee Continuity of Operations Plan (COOP) that guarantees Continuity of Government (COG) at all levels.

Providing Technical Assistance

- Provide technical assistance to all grant sub-recipients.
- Perform purchasing duties
- Approve modification requests related to open grant awards.
- Assist with writing grant proposals.

Monitoring

- Serve as liaison to federal, state and municipal agencies to ensure compliance with grant requirements.
- Assist in the coordination of the inter-departmental agencies to achieve program goals and objectives.
- Update, develop, implement, and maintain SOPs and performance measures that provide for sound internal control environments.

Collecting Data and Preparing reports

- Perform fiscal and accounting reconciliation activities of various grant awards.
- Conduct analysis of data to prepare financial status reports and appropriate materials required for financial and program audits.
- Conduct audits of financial transactions to ensure compliance with applicable federal, state and municipal requirements.
- Provide guidance and input on key operational and systems initiatives impacting financial reporting.

Other functions:

- Perform other project management related tasks as assigned by the Director of Homeland Security.
- Perform other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Business, Public Administration, Communications or a related field.
2. At least four years of experience in preparing and monitoring grants, providing fiscal management of grants, ensuring compliance with grant requirements, working with state and/or federal administrative regulations or agencies and creating legal documents, including memoranda of understanding (MOUs)

Note: Equivalent combinations of education and experience may be considered.

3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Experience with web-based reporting tools such as e-grants, grants.gov, etc.
- Possession of NIMS /ICS 100, 200 and 700 certification.
- Experience in Emergency Operations Center (EOC) protocols and terminology.
- Experience with web site development and management.
- Experience and/or in-depth knowledge of COOP plans and COG.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Ability to prepare grants related to emergency management.
- Ability to assist in recommending and developing grant policies and procedures.
- Ability to interpret federal laws, state statutes, city charter and agency guidelines.
- Analytical and evaluative skills.
- Ability to calculate figures and track expenditures based on spending allocations.
- Ability to prioritize and handle multiple tasks.
- Ability to prepare narrative and numerical reports accurately and timely.
- Effective oral and written communication skills including presenting information and responding to questions from individuals, managers and public officials.
- Ability to coordinate and work cooperatively with vendors and technical experts on multifaceted long-term projects including creation of fully integrated COOP and COG.
- High computer literacy skills, including thorough knowledge of basic database and word processing software such as Microsoft Word, Excel, Power Point and financial management systems.

- Effective interpersonal skills including the ability to build and maintain good working relationships with the OHS staff, UASI partners, government representatives and the public.

THE CURRENT SALARY (PR 06) is \$ 50,206 to \$70,295 annually with excellent benefits. *Appointment is normally at the beginning of the salary range.*

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after August 6, 2010. Receipt of application materials may be discontinued anytime after this date without prior notice. However, recruitment may continue until the needs of the City are met. Qualified applicants will be notified by mail of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which an appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.

10-005 CKS - GRANT MONITOR

07/16/10

EEO 204