



**Code: 2925**  
Family: Procurement  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Human Relations

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## **CLASS TITLE: GRANTS MANAGER (OBM)**

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class is assigned to the Office of Budget and Management (OBM) and assigned to oversee the management and administration of federal, State, public, and private grant funds received by the City, manage grants distributed to external agencies, and performs related duties as required.

### **ESSENTIAL DUTIES**

- Oversees the management and administration of grant programs funded by the federal government, State of Illinois, City of Chicago, public and private agencies, in accordance with rules and regulations governing the financial management, budgeting, and reconciliation of grant-funded programs and with federal, state and local grant rules
- Manage grant funds distributed to delegate agencies and assists with the delegate agency contracting process, including reviewing requests for proposals (RFPs) and policy development
- Ensures compliance with grant-funded personnel reporting and reconciliation of time and effort
- Oversees grant applications, award review and approvals for grant funds received
- Evaluates and analyzes budget requests from grant funded operating departments for the allocation of funding based on trends, regulations, spending caps, priorities, and department initiatives
- Analyzes and monitors current and past spending patterns and forecasts revenue to make recommendations for budget appropriations
- Manages the establishment of grant budgets in in the City's financial management system and associated amendments in accordance with the appropriation ordinance
- Manages grant performance for financial and programmatic compliance and impact to grantors, stakeholders, and to the local funds
- Coordinates with operating departments for the annual single audit process and associated corrective actions and manages department correction action responses
- Provides grant training to operating departments on amendments to grant requirements, process and procedural requirements
- Maintains a thorough familiarity with federal and state regulations as needed

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Accounting, Finance, Economics or a directly related field plus five years of work experience in program compliance, grants administration, financial management, accounting, or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- None

## WORKING CONDITIONS

- General office environment

## EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, tablet, hand-held computer)

## PHYSICAL REQUIREMENTS

- No specific requirements

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Considerable knowledge of:

- \*Uniform Guidance 2 CFR Part 200 grant regulations, administration, and compliance
- \*State of Illinois Grant Accountability and Transparency Act
- Contract management, compliance and reporting
- \*Works with large sets of data using Excel, Tableau, and other reporting and analytical tools
- \*Broad knowledge of budgeting, accounting, business administration or finance practices and procedures
- Project management experience

Moderate knowledge of:

- Procurement rules

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

### Skills

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*INSTRUCTING - Teach others how to do something

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
May, 2023