



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: Grants Administrator

Department: Executive	Status: Full Time/ Permanent
Annual Starting Salary: \$46,208	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

**CLOSING DATE:
UNTIL FILLED**

Department of Human Resources
200 E. 8th Avenue, Room 104
Pine Bluff, AR 71601

Office (870) 543-1840/ **FAX** (870) 850-2449
Office Hours:
Monday-Friday: 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS: The Grants Administrator is responsible for managing and monitoring grants within the city, overseeing overall grants flow process, documents procedures, and manages all aspects of the process implementation. The Grants Administrator provides clear, concise instructions of grant administration policies to both grantees and staff, analyzes budget expenditure reports for assigned grants and maintains accurate reporting for restricted grant budgets and expenditures. The Grants Administrator identifies opportunities to optimize existing grant workflow, collaborating with city departments, maintains and verifies payment records, reviews invoices, records receipts and all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's Degree in Public or Business Administration; minimum of three years of experience in grants administration or in an appropriate area of specialization or equivalent combination of training and experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.