



**DEPARTMENT:** Police

**NATURE OF WORK:**

Serves as Grants Administrator for the Police Department, Fire Department, Emergency Medical Services and Emergency Management.

Coordinates grant-related activities with Police and Fire Department personnel.

Works under the supervision of the Administrative Lieutenant, in partnership with the Fire Chief.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Researches grant funding opportunities through various media sources such as professional publications, news media, and the Internet.

Arranges and conducts data collection. Performs all duties related to grant start-up and works with the Police, Fire, Emergency Services, and Emergency Management.

Writes all grants and reports to the grant monitor; coordinates with Financial Management Services (FMS) regarding grant expenditures including request for funds and verification of receipt of funds.

Maintains the records, reports, financial statements, and status statements from start-up to final resolution of grants.

Recruits volunteers in conjunction with the grant receiving department (members of the neighborhood, speakers, trainers, mentors, and others) to carry out activities related to the grant.

Provides research and administrative support to collaborative efforts of the Police Department, Fire Department, and Emergency Services.

Designs and maintains an interagency database on Police, Fire, and Emergency Services issues to include, but not limited to, needs assessment, available financing, and participating agencies.

Coordinates grant advisory boards and public hearings. Drafts resolutions for the Board of Supervisors and makes presentations as needed.

Reconciles and oversees expense and revenue balances of internal grant-related reports distributed by Financial Management Services and the Treasurer's Office.

Coordinates grant activities between departmental personnel responsible for grant implementation, i.e. purchase of equipment, program activities, and status reports.

Interprets contract monitors and adherence to grant stipulations ensuring compliance with terms and conditions of contracts and all applicable Federal and State Laws.

Audits grant funds for all applicable agencies, to include County, State and Federal.

Coordinates press releases between all available news media and the respective Departments

Attends training, meetings, and conferences on grant related activities.

Performs other duties as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily at the LEC; however, will also work within the Fire and Emergency Services Departments. Will use basic office equipment including computer with assorted programs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of Federal/State grant policies and procedures.

Knowledge of Williamsburg and James City County neighborhoods, schools, and services.

Considerable knowledge of standard accounting principles and practices.

Knowledge of Police, Fire, and Emergency Services operations.

Ability to communicate effectively both orally and in writing and to serve as a liaison to multiple groups.

Skill in an office environment, including computer proficiencies and record keeping abilities.

Skill in policy research/design and grant writing.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Public Administration or related field, and experience designing and/or maintaining databases, grant writing, policy research and design, and record keeping.

**SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia Driver's License. No criminal history of felony convictions or crimes of moral turpitude.

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Grants Administrator Position Number 547  
Department Police Division \_\_\_\_\_

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. **Speaking/Talking:**

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others local, State, and Federal agencies and offices
- Not essential to job function

## 2. **Hearing/Listening:**

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

## 3. **Reading:** (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input checked="" type="checkbox"/> Use postage machine                    |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: lap top computer  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation			
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>				✓			✓		
<b>Push/Pull</b>				✓			✓		
<b>Hold/Carry</b>				✓			✓		

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Step stool         | <input type="checkbox"/> 1 flight                                 | <input type="checkbox"/> 1-2                                      |
| <input type="checkbox"/> 8' to 10' step ladder         | <input type="checkbox"/> 2 flights                                | <input type="checkbox"/> 2-3                                      |
| <input type="checkbox"/> Extension ladder              | <input type="checkbox"/> 3 or more flights                        | <input type="checkbox"/> 3-4                                      |
| <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>		✓					✓		
<b>Sit</b>					✓			✓	
<b>Walk</b>					✓		✓		
<b>Run</b>									

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			