



Grants Monitor

City of Milwaukee
Office of Environmental Sustainability

THE PURPOSE: Perform a full range of professional duties to assist the Environmental Sustainability Director in administering the Energy Efficiency and Conservation Block Grant (EECBG) and other grants. This includes preparing and filing federal reports on a timely basis, monitoring and tracking all activities associated with the grants including budgets and timelines, ensuring compliance with internal processes and procedures as well as policies and laws mandated by the State and Federal governments, drafting and reviewing procurement documents for technical studies and professional services, and verifying that contractors comply with federal rules including Davis Bacon wage rules.

This position is limited in term to two years unless additional grants or funding streams are identified. This position is exempt from civil service and it is appointed and serves at the pleasure of the Environmental Sustainability Director. Less than full time status will be considered (minimum 28 hours per week).

ESSENTIAL FUNCTIONS:

◆ **Grant and Project Management**

- Track program expenditures and activities against the planned budget and activities
- File all required federal reports related to the Energy Efficiency and Conservation Block Grant (EECBG) and other grants administered by the Office of Environmental Sustainability in a timely manner
- Monitor and maintain an internal Grants and Contracts database.
- Draft bid specifications, Requests for Proposals, or Request for Qualifications for technical audits or other professional services.

◆ **Contract Management**

- Ensure all contractors funded through EECBG comply with federally prescribed rules for the EECBG program, including Davis Bacon rules, Buy American rules, waste disposal plans, and other guidelines.
- Conduct periodic inspections of contractors' work to ensure it meets the agreed-up specifications.

◆ **Grant Writing**

- Assist the Environmental Sustainability Director in drafting new grant proposals as needed.

◆ **Perform other duties as assigned, including responding to calls and questions from the public**

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business, Public Administration, Law or related field from an accredited college or university.
2. Two years of professional level experience performing duties closely related to this position.

NOTE: Equivalent combinations of education and experience may also be considered.

3. A valid driver's license at the time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ◆ Ability to read and interpret government laws and regulations, contracts, and technical and professional journals.
- ◆ Ability to monitor programs and evaluate information for compliance with applicable laws, regulations, or standards and to make recommendations when necessary.

- ◆ Intermediate knowledge of budgeting principles and project management concepts.
- ◆ Ability to use database, word processing, spreadsheet, and presentation software, such as Microsoft Office (Word, Excel, and PowerPoint). Ability to learn and use Microsoft Project.
- ◆ Ability to write well-structured business letters, memos, email messages, policies and procedures, and reports.
- ◆ Ability to communicate in person or over the telephone with co-workers, contractors, and government agencies, and others.
- ◆ Ability to effectively explain complex technical information to non-technical people and to respond effectively to questions from individuals or groups of managers.
- ◆ Ability to analyze and solve problems.
- ◆ Ability to learn quickly and apply new information to resolve issues.
- ◆ Ability to exercise good judgment and make thoughtful decisions.
- ◆ Ability to establish productive working relationships with a multi-cultural, multi-disciplinary staff.
- ◆ Ability to provide services to other agencies and to the public in a culturally-sensitive, tactful manner.
- ◆ Ability to manage conflict and negotiate skillfully.
- ◆ Ability to set goals, work well under pressure, meet deadlines, manage multiple assignments, and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention.
- ◆ Responsible, trustworthy, and able to maintain confidentiality.
- ◆ Proactive, energetic, creative, and committed to ongoing professional development and continuous learning.

THE CURRENT SALARY RANGE (SG006) IS: \$50,206-\$70,278 annually with excellent benefits. This salary range reflects full-time status. Part-time status with commensurate salary will be considered. Recruitment is at the beginning of the pay range.

APPLICATION PROCESS: Applicants should submit a resume and cover letter via email to Erick Shambarger at Eshamb@milwaukee.gov. The cover letter should not exceed three pages and should directly address the applicant's experience and accomplishments in each of the following areas:

- Managing federal grants, including understanding and complying with all laws, regulations, and policies in the grant
- Preparing and filing required federal grant reports
- Tracking program budgets, activities, and timelines
- Writing bid specifications, requests for proposals, or requests for qualifications for professional studies, technical services, building construction projects, mechanical work, etc.
- Inspecting the work of contractors and sub-contractors on construction projects to ensure work was completed as specified in contract documents and resolving conflicts as they arise
- Inspecting the payroll of contractors on government projects to ensure compliance with prevailing wage or Davis Bacon rules.
- Developing and writing grant proposals to State or Federal agencies

THE SELECTION PROCESS: Job applications will be accepted until April 1st. The Office of Environmental Sustainability reserves the right to call only the most qualified candidates for interviews and extend the application period if necessary. Applicants selected for an interview will need to complete a writing exercise and Microsoft Excel test. The person selected for the position must take a pre-placement medical examination and pass a pre-employment drug test.