

GRANT COMPLIANCE MANAGER

Recruitment #2403-5018-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	April 5, 2024
Filing Deadline	April 26, 2024
HR Analyst	Jamie Heberer

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed charm with top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City’s residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Grant Compliance Manager ensures adherence to development and reporting requirements of state and federal grant programs.

ESSENTIAL FUNCTIONS

GRANT COORDINATION, COMPLIANCE, AND REPORTING

- Coordinate grant development and ensure compliance with grant requirements.
- Oversee financial management and coordinate reporting of MPD grants.
- Analyze and report on the impact of grant programs in the community.
- Identify potential grant funding opportunities.
- Coordinate or assist in the development and completion of grant applications.
- Maintain knowledge of funded programs and procedures, grant regulations, and software programs to ensure compliance with grant conditions and to meet all reporting requirements.

OVERSIGHT

- Develop grant documents required as part of the annual budget process.

- Oversee the use of various grant databases for coordinating grant-based initiatives with non-profits, organizations, and other units of government.

PUBLIC-FACING RESPONSIBILITIES

- Coordinate public hearings involving the review of proposed grant programs.
- Serve as the official liaison with departmental grant project directors.
- Work cooperatively with the program representatives of MPD, the Office of the Comptroller, and other entities that coordinate the fiscal processing and management of grants.
- Represent the MPD on grant-related items at Common Council Committee meetings; prepare grant-related resolutions for Common Council approval.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Candidates must pass an MPD background investigation before hire. Your application will be rejected if you have been convicted of a felony.
- Ability to work past regular hours.

MINIMUM REQUIREMENTS

1. Bachelor's degree in public administration, business administration, accounting, or a related field from an accredited college or university.
2. Three years of professional public administration or related experience, including one year of overseeing and administering state or federal grants.
3. Valid driver's license at time of appointment and throughout employment. *The incumbent will have access to a departmental car for business use.*

Equivalent combinations of education and experience may be considered.

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

DESIRABLE QUALIFICATIONS

- Knowledge of state and federal grant processes and requirements.
- Master's degree in public administration or related field preferred.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL

- Knowledge and ability to read and understand grant funding, development, and reporting requirements and best practices.
- Ability to read and understand complex work-related documents.
- Knowledge of mathematics to understand budgets, grant funding, and cost analysis.

- Ability to efficiently and accurately utilize standard computer applications, including database, spreadsheet, and word processing.
- Ability to become skilled in the use of financial management information systems (FMIS) and other job-specific enterprise systems.

LEADERSHIP AND INTERPERSONAL

- Leadership skills to oversee grant compliance and bring various parties together to achieve common goals.
- Interpersonal skills to work effectively with command staff, sworn personnel, civilian managers and colleagues, elected officials, staff from other City departments, and representatives of outside agencies.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.
- Customer service skills to serve the public and represent the department positively.
- Written communication skills to develop grant applications, write reports, and compose correspondence.
- Verbal communication and presentation skills to be able to clearly impart information to various audiences.

CRITICAL THINKING AND PROFESSIONALISM

- Planning, organizational, and time management skills to be able to manage a slate of assignments with varying timelines and complete tasks based on departmental deadlines.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Honesty, integrity, and the ability to maintain confidentiality.
- Ability to serve as an effective custodian of resources.

CURRENT SALARY

The current salary range (PR 2KX) is \$77,551-\$98,704 annually, and the resident incentive salary range for City of Milwaukee residents is \$79,877-\$101,665 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules

- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The selection process will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting www.jobapscloud.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.