

# GRANT COMPLIANCE MANAGER

Recruitment #2105-5018-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	6/4/2021 08:00:00 AM
<b>Filing Deadline</b>	6/18/2021 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

**\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY \***

## PURPOSE

The Grant Compliance Manager assists the Police Budget and Administration Manager in ensuring compliance with the Milwaukee Police Department's (MPD's) grant development and reporting requirements under its state and federal grant programs.

## ESSENTIAL FUNCTIONS

### GRANT COORDINATION, COMPLIANCE, AND REPORTING

- Coordinate grant development and ensure compliance with grant requirements.
- Oversee the overall 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 coordinating 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.
- Supervise an Accountant III, i.e., assign duties, direct work in progress, and review completed work.

### PUBLIC-FACING RESPONSIBILITIES

- Coordinate public hearings involving the review of all proposed grant programs.
- Serve as the official liaison with departmental grant project directors.

- Work cooperatively with the MPD's Office of Management and Policy, 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

**\*\*\* The Grant Compliance Manager is considered essential staff during the current public health emergency. \*\*\***

## MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position, or status as a City of Milwaukee employee in a fixed term position.
2. Bachelor's degree in public administration, business administration, accounting, or a closely related field from an accredited college or university.
3. Four years of professional public administration experience, including one year of experience performing grant-related duties.
4. 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.*

**NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). Unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.

## DESIRABLE QUALIFICATIONS

- Proficiency using PeopleSoft's Financial Management Information System (FMIS).

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### TECHNICAL

- Knowledge of grant funding, development, and reporting requirements and best practices.
- Ability to read and understand complex work-related documents.
- Written communication skills to be able to develop grant applications, write reports, and compose correspondence.
- Verbal communication and presentation skills to be able to clearly impart information to various audiences.
- Knowledge of mathematics to understand budgets, grant funding, and cost analysis.
- Computer proficiency and ability to stay current with evolving technology. Familiarity with standard computer applications, especially database, spreadsheet, and word

processing. Ability to become skilled in the use of PeopleSoft's Financial Management Information System (FMIS) and other job-specific and enterprise systems.

### **LEADERSHIP AND INTERPERSONAL**

- Leadership skills to be able to oversee grant compliance and bring various parties together to achieve common goals.
- Interpersonal skills to be able 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 be able to serve the public and represent the department positively.
- Supervisory skills, i.e., ability to assign duties, direct work in progress, and review completed work.

### **CRITICAL THINKING AND PROFESSIONALISM**

- Energy, resourcefulness, and organizational ability to be able to manage priorities and accomplish work in a timely manner.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Honesty, integrity, and the ability to maintain confidentiality.

### **CURRENT SALARY**

**The current salary range (PR 2JX) is \$62,338-\$87,270 annually, and the resident incentive salary range for City of Milwaukee residents is \$64,209-\$89,888 annually. Appointment will be made in accordance with the City of Milwaukee Salary Ordinance.**

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job-related and will consist of one or more of the following: an evaluation of related education, experience, and accomplishments, a written test, an interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**INITIAL FILING DATE** – The selection process will be held as soon as practical after **Friday, June 18, 2021**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

**NOTE 1:** *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position or who have status as a City of Milwaukee employee in a fixed term position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

**NOTE 2:** *To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire. Your application will be rejected if you have been convicted of a felony.*

## ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting [www.jobapscloud.com/MIL](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 102*

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