RESOLUTION No. 45-10-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF GRANTS WRITER; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND, PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Uniform Classification System of the Town of Lake Park is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Uniform Classification System is amended to revise the job description for the position of Grants Writer. A copy of the revised job description is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

EXHIBIT A

GRANTS WRITER

CLASSIFICATION CODE: **489**
PAY GRADE:
DEPARTMENT: **TOWN MANAGER**

CHARACTERISTICS OF THE CLASS:

Under general direction of the Town Manager, the purpose of the position is to perform specialized professional work involving researching grant opportunities, preparing grant applications and proposals, to enable the Town to attain its goals and objectives established from time to time by the Town Commission and the Town Manager. Reports to the Town Manager. Performs related duties as requested. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the grants writer position.

1. Provides ongoing in-depth research and analysis of potential funding sources, including federal, state, local public agencies, private foundations, and individuals, identifying those appropriate to support Town priorities and programs that match funding agency interests and requirements and maximize fundability.

2. Monitors and reviews local, state, and federal guidelines concerning all grant programs; initiates the preparation of documentation, applications, forms, and requests specific guidelines to aid in determining grant applicability to the Town's goals and objectives.

3. Develops, writes and edits applications and proposals for submission to federal, state and local public agency funding sources, and private foundations and individuals.

4. Assists department heads in researching, developing, writing, and editing grant proposals and applications generated by department heads.

5. Maintains primary responsibility for monitoring the budgetary and funding cycles of federal, state, and local public agency funding sources, and private foundations; monitors grant application deadlines to ensure that grant applications and proposals are submitted by the Town in a timely manner.

6. Develops and maintains a master file on all active and pending grants.

7. Develops and maintains resource files on all Town grant priorities.

REQUIREMENTS:

A. Bachelor's degree from an accredited college or university in Public Administration, Communications, English, Business or related field and a minimum of three years of experience as a grants writer are required. Extensive knowledge of grant funding sources at the local, county, state and federal levels as well as private/public foundations is also required.

B. Knowledge, Skills and Abilities:

- Considerable knowledge of federal, state, local and foundation grant application procedures, to include organizational structures and funding mechanisms.
- A proven record of securing major grants.
- Excellent writing, speaking and presentation skills.
- Extensive experience in researching funding opportunities.
- Knowledge of the principles, concepts, methods and techniques associated with computers and on-line researching methods.
- Ability to establish and maintain effective working relationships with department heads, funding agencies and private organizations.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

The foregoing Resolution was offered by Commissioner O'Rourke who moved its adoption. The motion was seconded by Commissioner Flaherty and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	✓	
VICE-MAYOR KIMBERLY GLAS-CASTRO	✓	
COMMISSIONER ERIN T. FLAHERTY	✓	
COMMISSIONER ANNE LYNCH	✓	
COMMISSIONER MICHAEL O'ROURKE	✓	

The Town Commission thereupon declared the foregoing Resolution No. 45-10-16 duly passed and adopted this 19 day of October 2016.

TOWN OF LAKE PARK, FLORIDA

BY: _____
JAMES DUBOIS
MAYOR

ATTEST:

_____
VIVIAN MENDEZ
TOWN CLERK

TOWN OF LAKE PARK SEAL FLORIDA

Approved as to form and legal sufficiency:

BY: _____
THOMAS J. BAIRD
TOWN ATTORNEY