

City of Stafford
Office of Emergency Management
2702 South Main Street
Stafford, Texas 77477-5599
281-261-3950



Position: Grant Manager (999-hour maximum)
Department / Division: Stafford Emergency Management
Starting salary: \$20.00hr
Benefits: None-Part Time Only
Submit application: Attention Fire Chief care of egarza@staffordtx.gov
Deadline: September 27, 2017

Key Job Responsibilities Grant Manager:

- Function as the cities point of contact for grants under Emergency Management
- Gather information, develop and submit required programming and financial reports for both proposed and awarded grants adhered to using establish city procedures
- Comply with city policies, procedures, guidelines and directives
- Attend grant and other OEM related meetings as assigned
- Manage projects as assigned
- Must be willing to work flexible hours including nights, weekends and holidays
- Must be available for recall during man-made and natural disasters

Knowledge / Skills:

- Possess knowledge in local, state, federal and private grants
- Possess knowledge of applicable federal, state and local laws and regulations
- Knowledge of city/county emergency services
- Excellent oral and written communication skills
- Effective research, analytical and public speaking skills
- Excellent understanding of budgets, expenditures and reimbursements related to grants
- Excellent attention to detail

Minimum Qualifications (Upon application and for length of employment):

- Valid Texas Class "C" driver's license
- High school diploma or GED
- Bachelor's Degree or 3 years of strong grant management or job-related experience
- Typing skill 45 WPM
- Proficiency in MS Office software programs
- Must demonstrate excellent oral and written communication skills
- Must pass city physical examination and drug/alcohol screening

The City of Stafford provides an equal employment opportunity for all qualified persons without regard to race, color, religion, age, sex, disability or national origin.