

POSITION DESCRIPTION

Position Title: Grants and Information Administrator
Department: City Manager
Division: City Manager
FLSA: Exempt
Retirement: KPERS
Effective Date: July 23, 2026

GENERAL PURPOSE

Provide professional communications, public information, and grant administration services for the City through independent planning, development, implementation, and evaluation of strategic communication initiatives and grant programs. Research, prepare, administer, and monitor complex grants while ensuring regulatory compliance and supporting City-wide organizational objectives.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant to the City Manager.

SUPERVISION EXERCISED

May supervise support personnel, interns or contract staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Utilize professional grant expertise to identify prospective grants for City utilities, infrastructure, parks, equipment, emergency management and other programs.
- Understand and utilize federal grant processes including Notification of Funding Opportunity (NOFO), organizational eligibility, writing relevant content, providing necessary reports and statistics, attaching site plans and environmental reviews, gathering contractor quotes, creating budget/revenue/expense documents as part of project financials, submission through Grants.Gov and SAM.gov or other portals and mandatory reporting.
- Understand and utilize State of Kansas grant processes for grants by agency.
- Find additional grant opportunities through direct searches or through available databases.
- Develop strategy recommendations for grant pursuance including an assessment of likelihood of success and prioritizing key City needs or funding shortfalls.
- Track grant budgets, expenditures, deliverables and outcomes in conjunction with the lead Department and Finance.
- Maintain grant records and reporting schedules; ensure compliance with grantor requirements.
- Follow up directly with granting agencies on grant applications not awarded to gain information on future grant application improvements.
- Develop and implement a results-driven communication strategy that aligns with City goals.
- Proactively support City Departments with public information and outreach through the development and distribution of original content via all forms of media.
- Create, schedule and publish compelling content across platforms including Facebook, LinkedIn, Instagram, TikTok, and NextDoor, providing reports on engagement levels.
- Work within budgets to promote City events and activities, utilizing purchasing card and reconciling expenses in financial software.

- Develop and distribute the City's newsletter using Adobe InDesign or another platform and soliciting a print vendor through the Request for Proposals (RFP) process as necessary.
- Identify and implement alternatives to printed media that increase communications reach, save cost of printing and postage, and increase quality.
- Develop high quality presentations, flyers or other visual material needed for event promotion and education using Microsoft PowerPoint, Canva or other software
- Oversee and manage City website including primary responsibility for selection and contract maintenance of website provider, update website content across all areas regularly, implement necessary website platform upgrades, identify requirements for ADA accessibility and ensure website compliance, monitor website maintenance costs including ADA and other modules, find and fix broken website links, collaboratively develop website policies and procedures, and provide training to Department administrative staff.
- Attend and record City Commission meetings and other regularly scheduled City meetings. Oversee audio/visual system for recording City Commission and other meetings, working with vendors and IT staff as needed. Live stream and post videos to City YouTube Channel, editing if needed. Write recording and publishing procedures and train back up staff to record City Commission meetings.
- Produce live content at events and support multimedia storytelling.
- Attend City ceremonies, festivals, events, partner organization meetings and community events and activities to represent the City Manager's Office, capture video or photos and share City information formally and informally.

PERIPHERAL DUTIES

- Support annual Spring Clean Up, State of the City, Camp Leavenworth festival and Business Symposium.
- Provide back-up to other related positions.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in communications, journalism, public or business administration, or a closely related field, and
- (B) Minimum of one (1) year of progressively responsible work in the field of municipal government, public communications or public relations; or
- (C) Any equivalent combination of education and experience, with emphasis in multimedia journalism.
- (D) Use of video production hardware and editing software.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of public programs and services; considerable knowledge of communications and publication techniques and practices; considerable knowledge of office automation and computerized word processing, desktop publishing and graphic applications; working knowledge of video and audio applications; and working knowledge of web site development;
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to analyze and interpret complex information; ability to establish and maintain effective working relationships with employees, city officials, the media, and the general public; ability to communicate complex issues effectively, orally and in writing; ability to

present a diverse range of material using a variety of media.

DESIRED QUALIFICATIONS

Minimum of three years progressively responsible experience in a municipal government environment. Prior full cycle grant management experience desired.

SPECIAL REQUIREMENTS

- Possess a valid driver's license at time of application.
- Ability to meet attendance requirements of position, which may include nights, weekends, and holidays on occasion.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, video editing, video production, desktop publishing, web authoring and database software; telephone; tape recorder, and Video camera; copy and fax machine; laptop computer with electronic projector, video cassette recorder, and music tuner. Skilled in using Adobe CS4 Master Suite/Adobe Creative Cloud (Photoshop, InDesign, Illustrator, Adobe Premiere), Canva, website content management systems, social media platforms, video production software, and grant management portals is beneficial.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing abilities required by this job include the ability to hear, evaluate, and correct audio recordings.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, job related testing, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Assistant to the City Manager

Date

HR Director

Date