

## RESOLUTION 22-108

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING JOB DESCRIPTIONS FOR A GRANTS/CONTRACTS ADMINISTRATOR AND A UTILITY BILLING PROJECT MANAGER; AND AUTHORIZING A BUDGET AMENDMENT TO FUND THE GRANT/CONTRACTS ADMINISTRATOR POSITION.**

**BE IT RESOLVED** that:

1. The City Council hereby approves the Grants Contracts Administrator Position for the City, in substantially the form **attached** as Exhibit A and presented to the Council today.
2. The City Council hereby approves the Billing Project Manager Position for the Utility Billing Department, in substantially the form **attached** as Exhibit B and presented to the Council today.
3. The following budget amendment #18 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2021 and ending September 30, 2022, as shown in and in accordance with the **attached** and incorporated Exhibit C, to fund the Grants/Contracts Administrator position.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this 10<sup>th</sup> day of March, 2022.

**CITY OF PANAMA CITY BEACH**

By: \_\_\_\_\_

Mark Sheldon, Mayor

**ATTEST:**

Lynne Fasone  
Lynne Fasone, City Clerk



## **Grants/Contracts Administrator**

Finance

FIN/8

### **JOB SUMMARY**

This position is responsible for the administration of all grants and contracts received by the City, while ensuring compliance with all federal, state and local regulations; as well as, assisting with other grant-related activities and special projects.

### **MAJOR DUTIES**

- Coordinates the turn-key administration of all grant programs for which the City is a recipient or sub-recipient and maintains financial records, reports and documents for grant programs and any recipients.
- Assists the development of grant applications by providing historical data, accomplishments, budget information and other supporting documentation as well as assisting with any coordination required to facilitate all grant requirements.
- Prepares status reports and projected funding for the budget annually for upcoming fiscal year.
- Maintains correspondence/communication with local, state, and federal officials and the public regarding grant programs.
- Develops and maintains working relationships with all applicable local, state and federal regulatory and granting agencies.
- Performs clerical duties associated with grant management, writing, coordination, and administration as needed.
- Generates departmental status/progress reports and prepares timely routine reports of information to internal and external sources.
- Coordinates and ensures that all citizen participation requirements for any grant, foundation or endowment are met in a timely manner (inclusive of advertising and coordinating public hearings, resolutions, Council agenda items, and other forms of public notice).
- Maintains all electronic and paper files and data systems according to departmental operating procedures in real-time, meeting both internal and external requirements.

- Prepares all required monitoring, program evaluations, and financial drawdown paperwork timely.
- Completes the data collection, preparation, and submission of all Federal, State and Local required reporting submissions, as well as the final reports for certain grant programs.
- Analyzes and compiles information for End of Year (EOY) reconciliation and reports to Finance and works in conjunction with the external auditors for submittal on the Schedules of Expenditures of Federal and State Awards.
- Reviews and verifies codes on invoices and reconciles accounting records on a regular basis.
- Keeps abreast of current government programs, grant opportunities, as well as, applicable state and federal government regulations, published articles and related reports pertaining to department objectives.
- Conducts training workshops and technical assistance visits with internal and external customers.
- Assists with all Community Development Department facilitated events.
- Attends webinars, offsite trainings, seminars, and workshops, as required.
- Ensures proper close-out of all grant programs.
- Ensures that all grant-related files are current and up to date.
- Monitors the performance of building contractors for contract compliance; performs on-site inspections as needed.
- Coordinates with contractors, engineers, vendors, and City personnel regarding issues relating to contracts, purchase requisitions, invoices and payments for City contracts and operations.
- Coordinates with the Purchasing Manager as required to ensure documents are developed in accordance with applicable policies and laws. In conjunction with the Purchasing Manager, develops standard contract, agreement and lease documents and prepares status reports on contracts, agreements, leases, and grants as required.
- Monitors contracts for expiration/renewal.
- Maintains computerized data base for administration, monitoring, and tracking of bids, contracts, agreements, and leases.
- Assists the Directors, Assistant City Manager, and City Manager with special projects as needed.
- Performs other duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the techniques and objectives of grant writing and administration and ability to effectively apply these techniques.
- Knowledge of the grant application process.
- Intermediate knowledge in the use of MS Word, Excel, PowerPoint, and Outlook is essential.
- Knowledge of Federal, State, and local laws/ordinances pertaining to contracts, contract administration and programs.
- Knowledge of the functions, organization, and administration of governmental organizations.
- Knowledge of computers, familiar with personal computer functions and use, and database maintenance.
- Knowledge of computer data base management sufficient to establish and maintain a database for City contracts, agreements, leases, and grants. (Does not require programming skills).
- Ability to produce, analyze and interpret detailed, technical contract terms and conditions.
- Ability to produce, and interpret detailed, technical financial information.
- Ability to research, analyze and compile financial data in a meaningful format.
- Ability to accurately prepare statistical and narrative reports.
- Ability to establish guidelines, practices, and procedures to ensure contract, agreement, or compliance.
- Working knowledge of budget/financial applications, spreadsheets, word processing, excel and data base management.
- Ability to establish guidelines, practices, and procedures to ensure contract compliance.
- Ability to research new methods and procedures for possible application to City operations.
- Ability to simultaneously manage multiple complex projects/tasks while working independently.
- Ability to compose effective correspondence and deal with non-routine and complex work issues with minimal direction or input from a supervisor.
- Ability to maintain a high degree of accuracy and thoroughness with reasonable speed.
- Ability to establish and maintain effective working relationships with City staff, consultants, contractors, and the public.

## **SUPERVISORY CONTROLS**

The Finance Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include state and federal program and agency regulations, department monitoring policies, state and local building codes, contract specifications, and GAAP and GASB guidelines. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- This position consists of varied analytical, document management, and technical writing tasks.
- The purpose of this position is to administer grant funds and contracts for the City. Successful performance helps offset budgetary constraints and promote the accountability of the use of grant funds received by the City.

## **CONTACTS**

- Contacts are typically with coworkers, other city employees, elected and appointed officials, state and federal representatives, consultants, and the general public.
- Contacts are typically to exchange information, resolve problems, justify and defend matters, and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the principles relevant to the major duties of the position usually associated with having had a similar position for three to five years. Two years experiences in contract

or grant administration and work with the Federal, State, or local government or a related business position with contract and/or financial administration responsibilities preferred.

**EMPLOYEE ACKNOWLEDGMENT**

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Billing Project Manager**

UTIL-BL/1

Utilities - Billing

### **JOB SUMMARY**

This position is responsible for managing projects within the City's utility billing operations, providing support and recommending improvements to increase efficiency and customer service.

### **MAJOR DUTIES**

- Assists in implementing automated meter reading (AMR) technology system-wide from data collection, billing and customer interface.
- Manages integration of new electronic bill payment system into current operations and accounting procedures.
- Evaluates our current bill procedures and equipment for optimization and potential outsourcing.
- Assists in responding to more complex customer issues and inquiries.
- Reviews issues related to meter consumption for unusual conditions and takes appropriate corrective action.
- Researches, develops, and provides information for demographic analyses and utility rate studies.
- Reviews water and sewer revenue certificates.
- Oversees updates to bill payment and AMR software and provides related training to staff.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of utility billing principles and practices.
- Knowledge of city ordinances related to water and sewer rates, deposits, fees, etc.
- Knowledge of generally accepted accounting principles.
- Knowledge of computers and job-related software programs.

- Skill in the training and supervision of personnel.
- Skill in prioritizing and planning.
- Skill in the analysis of data and the preparation of reports.
- Skill in the provision of customer services and in resolving complex customer issues.
- Skill in interpersonal relations.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Utilities Director or Assistant Utilities Director assigns work in terms of very general instructions. The Director spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include state statutes, city ordinances, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied project management and duties. The necessity of multi-tasking contributes to the complexity of the position.
- The purpose of this position is to review changes in the city's utilities billing operations including but not limited to payment processes. Successful performance contributes to accuracy and effectiveness of those operations.

### **CONTACTS**

- Contacts are typically with coworkers, other city personnel, vendors, contractors, developers, and members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, justify matters, and provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.



**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.

**EMPLOYEE ACKNOWLEDGMENT**

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

