



City of Salem - VA

## Grants & Special Project Coordinator

CLASS CODE

SALARY

\$68,570.45 - \$109,712.72

ESTABLISHED DATE

8/13/2025

REVISED DATE

---

### Class Concept

Performs difficult professional work assisting City Management Team in a variety of special projects, legislative tracking, grant management and strategic initiatives and assignments relating to the planning and evaluation of City programs. Coordinates and manages special projects, programs, and grants as assigned. The position partners with various departments of the city to identify grant opportunities and special projects that align with the City's mission and goals. Work is performed under the supervision of the City Manager.

### Essential Functions

- Researches new grant opportunities from federal, state, and private agencies that may benefit the City;
- Analyzes grant opportunities to ascertain all terms, conditions, and requirements;
- Presents potential grant opportunities to City Management, Finance, and applicable department(s) for review and consideration.
- Assists departments with applications including application process and provides technical grant support when necessary;
- Partners with Finance and other administrative staff to ensure grant awards are properly accepted and appropriated;
- Prepares periodic financial and non-financial data related to programs to include maintaining a master listing of all City grants, their purpose, match requirements, and primary requirements;
- Tracks, analyzes, and disseminates information related to General Assembly bills and state legislation affecting the City;
- Serve as project coordinator for special projects or new initiatives including policy and process improvement, projects aligned with Council and executive leadership priorities, legislative analysis, and civic engagement.
- Manages and coordinates City internship opportunities in collaboration with departments and education institutions;
- Serves as a liaison for citizen requests and assists with community engagement needs in support of the City Manager's Office;
- Maintains a master list of and serves as the initial point of contact for leases with the City as Lessor and Lessee; and tracks and communicates upcoming milestone, renewal options, or expirations to City Management and applicable department(s);
- Prepares and presents special reports and data to the City Council, City Manager, Assistant City Manager, Department Directors, Boards, and Commissions;

- Performs other duties as assigned.

## **Qualification Requirements**

### **Knowledge, Skills, & Abilities**

Skills in project planning, data analysis, policy review, and multi-departmental coordination. Strong research and analytical capabilities for legislative tracking, grant research, and code analysis; Ability to manage multiple complex projects and meet deadlines with minimal supervision. Ability to work with necessary computer programs to track data, financial information, and project timelines. Strong verbal and written communication skills. Ability to work cooperatively with employees and to contribute to teamwork efforts.

### **Education & Experience**

Undergraduate degree from an accredited college or university with a major in public administration, business administration, urban planning, economics or related field and moderate experience in project/program management, data analyses, and/or equivalent combination of education and experience. Experience with state and federal grant programs is a plus.

Graduate degree in finance, public administration, business administration, organization leadership, or equivalent desired.

### **Special Requirements**

Possession of a driver's license valid in the Commonwealth of Virginia.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

### **EEO and Affirmative Action**

The City of Salem, an Affirmative Action and EEO employer, welcomes applications from people of all backgrounds and recognizes the benefits of a diverse workforce. Therefore, the City of Salem is committed to providing a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications. We prohibit discrimination and harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, political affiliation, veteran status, gender identity, or other non-merit factors.

The City of Salem is proud to be a Certified Virginia Values Veterans (V3) program employer.