



**Code: 2989**  
Family: Procurement  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Human Relations

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## **CLASS TITLE: GRANTS RESEARCH SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class performs grant writing and research activities relating to the identification of funding sources and the development of grant applications; and performs related duties as required

### **ESSENTIAL DUTIES**

- Researches various sources to identify and assess available grant opportunities provided through public and private agencies
- Prepares summaries and provides recommendations to management on available funding opportunities for new or existing programs and initiatives to support or enhance department operations
- Prepares grant applications and writes grant proposals, including the development of program concepts, budgets, and timelines for program implementation
- Reviews completed grant applications to ensure proposed programs are in compliance with grantor's funding requirements
- Monitors grant funded programs and works with program staff to monitor their implementation and to ensure compliance with funding source reporting requirements
- Evaluates program proposals submitted by agencies for funding and makes recommendations for the allocation of funds and the selection of agencies based on established criteria
- Attends various workshops and seminars to gather information on available grant opportunities
- Represents the department at public hearings and community meetings regarding grant funded programs and project initiatives
- Coordinates with other city departments in the administration and implementation of grants
- Assists with audit by compiling required documents

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or a directly related field, plus two (2) year of grants preparation, community outreach, or project management experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- government grant programs and departmental funding requirements
- \*grant writing and application development
- \*grants research methods and techniques
- \*business program writing
- \*grant funding sources and reporting requirements

Some knowledge of:

- applicable departmental, Federal, and State programs and services

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
  - INITIATIVE - Demonstrate willingness to take on job challenges
  - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
  - COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
  - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
January, 2023