This is an advanced professional position established to seek, secure and manage both public and private grant funds in areas of interest to the Police Department, supporting, enhancing and/or expanding the Department’s applications of its community-based, problem-oriented policing philosophy.

Work involves the identification of potential grant funding sources for law enforcement in the public and private sectors; the seeking of Requests For Proposals (RFPS or grant applications) that come available from those sources; the development of grant proposals to include programmatic narratives, problem identification, goals and objectives, implementation activities and time lines, program evaluation models and budgets; and the management and/or oversight of the implementation process for those grants that are funded. The coordinator must research funding opportunities; establish relationships and open lines of communication with appropriate contacts at agencies that could become sources of grant funds; network with other local grant writers to expand the available pool of information and initiate collaborative efforts when appropriate; identify programs that support the Police Department’s community policing and problem solving mission; pull together those supervisory personnel within the Department whose units could benefit from and be eligible to receive grant funding and work with them to develop program strategies; develop grant applications to meet strict deadlines; and then manage the implementation of those grants that are funded.

**ILLUSTRATIVE EXAMPLES OF WORK**

Researches potential funding sources and seeks RFPs from those sources for which the Police Department is an eligible applicant.

Networks with local agencies and other grant writers, attending monthly collaborative meetings, and developing partnerships that can enhance funding opportunities.

Develops grant proposals - preparing detailed program narratives describing strategies specifically designed to accomplish those goals and objectives that address the resolution of a specific well-defined problem; gathering and analyzing the data needed to fully identify the problem being addressed; building a demographic profile of the population residing within the area targeted for the project; developing a justification for the project, i.e., how the project adds to the current efforts of the Police Department; developing an implementation or action plan for the project; developing a time line for project implementation; developing a budget for the project; and developing an evaluation model for the purpose of measuring how well the project met its proposed goals and objectives.

Preparing and submitting in a timely manner all required grant progress reports, which are usually required on a quarterly basis.

Selects those supervisory personnel within the units in the Police Department that will receive specific grant funding to initiate project implementation and works together with those persons to ensure that the project is being implemented according to its plan and in a timely manner. Provides managerial guidance, technical assistance and oversight to those personnel.

Approves all purchasing requisitions and other budgetary items that are grant-funded.

Provides direct supervision for the AmeriCorps*VISTA volunteers for the Police Department’s VISTA project. Handles all administrative and supervisory tasks related to this project, in coordination with the State Program.
Office and the Corporation for National Service in Washington, D.C.

Manages and oversees the implementation activities of all police grant projects, which range from operational planning, to site visit travel, to a wide variety of equipment and other purchases, to personnel acquisition, to coordination with the project directors at those agencies with whom the Police Department works under Memoranda of Agreements for partnership grants, such as the Center Against Spouse Abuse (CASA), to the development and scheduling of management training and the coordination of a wide variety of community-based crime prevention efforts that are grant-funded.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of grant application processes, procedures, rules and requirements.

Considerable knowledge of program development, the development of goals and objectives that operational program strategies, budgets and program evaluation models.

Outstanding written communications skills.

Considerable knowledge of statistical methodologies, research techniques and the ability to use such information properly and effectively, presenting it in a relevant and understandable manner.

The ability to use a personal computer, to include word processing software and statistical packages.

Considerable knowledge of the principles of public administration.

The ability to establish effective working relationships with a wide variety of personnel, at all levels of an organization.

The ability to coordinate complex projects that involve the teamwork of many different individuals performing a wide variety of tasks for the purpose of accomplishing common goals and objectives.

Knowledge of police operational methods, techniques, and community policing principles and methods.

**DESIRABLE TRAINING AND EXPERIENCE**

A Master’s Degree in public administration, business administration, criminology or a closely related field from an accredited college or university OR a four-year degree from an accredited college or university plus two (2) years experience in the development of grant proposals, budget preparation and oversight of same.

Knowledge of criminal justice processes, policing, and the principles of community oriented policing and problem oriented policing is highly desirable.

Date Issued:
City of St. Petersburg