

# City Of Gallup

## JOB DESCRIPTION

**Job Title:** Airport Grants & Contracts Manager  
**Reports To:** Public Works Director

**Department:** PW/Engineering  
**Classification:** ML-12  
**FLSA Designation:** Non-Exempt

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### **MINIMUM REQUIRED QUALIFICATIONS:**

- Valid State driver's license or the ability to obtain a driver's license prior to employment
- High school diploma or equivalent (GED)
- Associate Degree in accounting, finance, or related field. (Four years of direct experience in this occupation may be substituted for the required education.)
- Three to Five years of direct experience administering multiple funding grants from Federal and State funding agencies Such as- but not limited to - FAA, NMDOT-Aviation Division, and NMDOT-AVA.

### **PREFERRED QUALIFICATIONS:**

- Bachelor Degree in accounting, finance, or in a related field.

### **SUPERVISION RECEIVED AND EXERCISED:**

Incumbent works under the guidance and direction of the Executive Director of Public Works or designee. Cross trains others in the duties and responsibilities of the position for City staffing dept.

### **SUMMARY DESCRIPTION:**

Under the guidance and direction of the Public Works Director, this position serves as the grant manager for Federal, State, and other agency funding of Public Works' Aviation projects. It manages and administers grants from Federal Aviation Administration (FAA), New Mexico Department of Transportation Aviation Division (NMDOTAV), and New Mexico Department of Finance Administration (NMDFA) and The FBO Contract. To this end, it also manages and administers public works contracts for professional services and construction. It is responsible for ensuring that ALL projects are in compliance with Federal and State requirements and guidelines for grant administration and management.

### **IDENTIFYING CHARACTERISTICS:**

As grant manager, incumbent ensures that the grants are properly utilized in accordance with the conditions and responsibilities associated with the grants. Coordinates with the counterpart grant managers and administrators in the issuing agency for compliance with documentary and disbursement requirements. Manages the contracts funded by grants. Assists with preparing and submitting the annual Public Works / Airport budget.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages and administers Federal and State financial grants for Public Works' / Aviation projects from "cradle to grave" in accordance with each grant program's dictates and procedures. To that end, assures that projects conceived, planned, developed, and/or executed under Public Works' purview are in compliance with State and Federal grant procedures and standards.
  - a. Responsible grant programs routinely utilized by Public Works include but are not limited to:
    - i. NM State Legislature Appropriations.
    - i. FAA's Airport Improvement Program.
    - ii. NMDOT – Aviation Division Airport Improvement Program.
  - b. Communicates directly with Federal, State, and private funding agencies in all aspects of financial and compliance issues for each grant or contract. Liaisons include – but are not limited to – program managers, administrators, and auditors.
  - c. Establishes good working relationships with funding agencies, professional consultants, and contractors to secure project funding and ensure compliance with grant requirements. Meets with project participants as needed for coordinating grant applications, awards, compliance issues, and close-out.
  - d. Identifies grant sources for project funding. Oversees and directs with consultants as needed in the preparation and submission of grant applications.
  - e. Establishes new grants and contracts (including matching amounts) with City Finance and Purchasing; as, grants and contracts are awarded. Maintains project budgets. Analyses and prepares for Finance other journal entries as needed for all grants and contracts.
  - f. Monitors and reviews compliance with grant and contract requirements. Updates management about any problems.
  - g. Creates and maintains complete and accurate grant and contract files in accordance with the dictates of the funding agency.
  - h. Maintains a log of any matching and in-kind requirements for all grants and contracts.
  - i. Monitors and reviews the accuracy and allowability of project budget modifications for all grants and contracts.
  - j. Reviews all grant and contract expenditures requests for available budget and allowability. Processes project claims and vouchers with Purchasing for payment. Maintains and updates records on disbursement of funds and ensures all payment receipts are secured.
  - k. Prepares, approves, and submits financial status reports as required by the funding agencies.
  - l. Prepares reimbursement reports and draw down requests as needed or as required by the funding agency. Processes City claims for reimbursement and/or disbursement with the funding agency.
  - m. Maintains electronic access to appropriate websites for submitting drawdown requests and required financial reporting.
  - n. Closes out grants or contracts before the deadline established by the funding agency. Finalizes project documentation and files, and maintains same for the time period required by the funding agency.

- o. Provides assistance and support for funding agencies during program reviews and monitoring visits.
  - p. Assists Finance with the annual Federal single audit including the preparation of audit schedules, audit work papers, and the Schedule of Expenditures of Federal Awards (SEFA) for Public Work's grants and contracts.
  - q. Follows up on past single audit findings to ensure continued compliance.
  - r. Manages and reports all cargo data to the FAA annually, Airport Improvement Fund (AIP) cargo entitlement fund.
  - s. Administer and enforce aircraft hangar, land and facility lease agreements, oversee invoicing of airport user fees.
  - t. Ability to research, gather, analyze, interpret, and evaluate financial and accounting data and prepare and present clear and concise oral and written reports.
  - u. Responsible for properties and managing procedures and policies relating to property management functions of the Airports properties.
  - v. Manages and directs comprehensive plans and programs for utilization of land and physical facilities, Property leases and operating agreements, property rentals and airport use fees.
  - w. Manages and reports all Air service data.
2. Assist in the preparation and submission of Public Work's / Airport's annual budget.
    - a. Monitors budget line items, and transfers budget amounts between line items as directed.
    - b. Processes requisitions and invoices for a multitude of goods and services such as professional engineering, surveying, maintenance agreements, travel claims, office supplies and equipment, etc.
    - c. Assists Purchasing and Finance in the preparation and submission of year-end reports for Public Works / Airport.
  3. Composes, types, and edits a variety of correspondence, reports, memoranda, graphic data, and other material requiring judgment as to content, accuracy and completeness.
  4. Maintains professional and technical knowledge to ensure success in the position.
  5. Follows City equal employment opportunities policies, and demonstrates support of the same. Exhibits non-discriminatory behavior and non-sexual harassment in the City work force. Maintains harmony among co-workers, and assists as necessary in resolving complaints by co-workers.
    - a. Cross train other individuals as assigned in the duties and responsibilities of the incumbent's position.
  6. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

1. Personal computers and software such as Microsoft Office Professional, e-mail, and the internet.
2. DELPHI software.
3. Airport Improvement Program and other Federal and State Grants.
4. NMDOT – AVA and FAA grant procedures

**Skills in:**

1. Office and project file keeping.
2. Analytical work; both research and compiling comprehensive reports for city officials, general public, and/or others.
3. Computer spreadsheet creation and use and presentation.

**Ability to:**

1. Perform mathematical computations quickly and accurately.
2. Communicate effectively – both orally and in writing – with city employees; subordinate supervisors; city officials; surveyors, engineers, consultants; the general public; and other governmental agency representatives.
3. Use pen and paper, personal computer (including word processing, spreadsheet, data and base programs), typewriter, adding machines, calculators, copy machines, telephone, and fax machines.
4. Learn and become proficient with the City's Naviline fiscal management software.
5. Ability to work under pressure and/or with frequent interruptions.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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

**Environment:** Work is typically performed in a normal office setting with open areas. However, employee will also work in an outdoor setting visiting and monitoring project sites.

**Physical:** Employee is frequently required to sit or stand and talk and hear. Employee is required to use hands and fingers to handle and feel objects, tools, or controls. The employee is required to reach with hands and arms. May lift and/or move up to twenty (20) pounds – file boxes and the like.

**Mental:** Incumbent must understand the meanings of words and respond effectively. Must have the ability to perform basic arithmetic accurately and quickly.

**Vision:** Hand-eye coordination is necessary to operate personal computers, adding machines, and other office equipment. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**Hearing:** Noise level is usually quiet to sometimes moderate; depending on the foot traffic through the office area. However, incumbent will be exposed out doors to loud noise on project construction sites.

**SELECTION GUIDELINES:**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Employment is also subject to a pre-employment background check, and it is conditional pending results.
- The duties listed above are intended only as illustrations of the various types or 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.
- This position description does not constitute an employment agreement between the employer and employee, and it is subject to change by the employer as the needs of the employer and requirements of the position change.

Accepted: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Human Resources Director

Date: \_\_\_\_\_

Effective date:  
Revision history 8/9/11-cf  
3-5-15 - ad  
03/15/2022 RH