

# Job description

## JOB OVERVIEW

**JOB TITLE** Grants and Special Project Coordinator

**LOCATION** Liberty County Courthouse/Upstairs

## GENERAL JOB DESCRIPTION

The Grants and Special Projects Coordinator assists the Clerk of Court and Board of County Commissioners primarily with risk assessment, compliance oversight and assurance of all federal, state and local grant regulations. Develops a schedule of programs, projects and activities to obtain grant funding; prepares grant applications and coordinates a wide variety of grants. Work also includes the research, analysis and coordination of a variety of special projects from inception through completion. Writes, reviews, monitors and disseminates information regarding state, local, federal, corporate, foundation or any other grants, and ensures that grants are administered in accordance with local, state and federal policies. Exercises considerable initiative and independent judgment in planning, coordinating and completing work duties in support of department requirements, goals, objectives and activities. Must work effectively with other County departments, representatives of other governmental agencies, community and civic organizations, elected and appointed officials, consultants and vendors. Work may include supervision and coordination of grants and support functions. Work is performed under the general direction of the Clerk of Court and Board of County Commissioners. Work is reviewed for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, observation, reports and via program effectiveness and efficiency.

## DUTIES & RESPONSIBILITIES

- Understand and demonstrate proficiency and knowledge of applicable grant regulations including the Federal Uniform Guidance.
- Assist with analyzing, interpreting, and applying federal, state, local and statutes, rules and regulations as it relates to grant compliance.
- Communicate expectations and roles with department leadership including deadlines, project deliverables and responsibilities throughout the life of the grant.
- Conduct necessary research and develop reports to provide leadership with adequate information on which to make informed decisions, set strategies and assess goal achievement. Provide regular status updates to leadership on critical path initiatives supporting overall objectives; will utilize multiple information and service delivery systems, and inter-department resources to effectively execute assigned projects
- Researches and maintains databases of grant funding websites, grant and equipment acquisition program sources, governing documents, and problem resolution/best practice resources.
- Take action to address and resolve compliance issues related to the administration of awards by communicating with department heads and Board Finance, providing appropriate resources and project related materials.
- Ensure compliance with federal, state, local government and organizational policy as it relates to vendors, purchasing regulations, equipment acquisition/inventory, and close out procedures.
- Conduct routine compliance reviews and prepare compliance review information and reports for Clerk and Board Finance
- Complete a risk assessment on potential state, federal and large foundation grants.
- Maintain files for all grant funded projects to be used for tracking and reporting purposes.
- Work closely with Clerk and Board Finance to monitor and track grant expenditures to ensure funds are spent within approved budgets and in compliance with state and federal regulations.
- Gather statistical and background information for grants
- Documenting decisions and initiating action items
- Preparation of grant documents, grant-writing assistance, and development of policies and procedures for the County with regard to grant funding assistance.
- Meet with department directors and identify grant funding needs/priorities.

- Conducts research of available federal, state, local government and private foundation grants, and disseminates grant information regarding availability to appropriate departments.
- Develops and maintains a comprehensive grant research program to support various operations and County initiatives including legislative requests and forecasted funding opportunities.
- Coordinates with department directors to obtain information needed for the preparation and development of grant applications, proposals for funding consideration.
- Facilitates any additional requests for information from the funding agency post application submission.
- Coordinates and secures cooperative efforts from other governmental agencies and their representatives
- Attends meetings involving grants, acts as the department liaison with other agencies and community organizations and may represent the County at grant seminars, conferences and meetings related to potential funding.
- Develops a schedule of programs, projects and activities to obtain grant funding; prepares grant applications and coordinates a wide variety of grants.
- Assures that assigned areas of responsibility are performed within budget
- Write, obtain, manage and administrate grant applications
- Maintains prompt and regular attendance; adheres to County policies and procedures regarding absences and tardiness.
- Perform other duties as assigned.

***The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.***

#### REQUIRED EDUCATION & TRAINING/ LICENSE

- High school diploma or GED
- Bachelor's Degree and two years of experience in grant writing and administration.
- Years of experience can substitute for educational requirement on a year by year basis
- Must pass Background, drug testing and pre-employment physical
- Experience in Microsoft Suite preferred
- Valid Class E Driver's License

#### SKILLS & ABILITIES

- Light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to twenty pounds. (Office supplies, paper boxes, etc...).
- Extensive knowledge of federal, state, local, and foundation regulations governing grants and their funding mechanisms including expenditure and reporting requirements.
- Extensive knowledge of the techniques and methods used in administrative analysis.
- Considerable knowledge of research methods and techniques, programs and funding sources.
- Ability to record information accurately, prepare, and maintain technical reports and records, using a computer and appropriate computer-based application programs.
- Ability to communicate effectively, both orally and in writing including presenting findings and recommendations to community organizations, the City Commission, and other governmental and private organizations.
- Ability to interpret federal, state, local, corporate, and foundation grant guidelines pertaining to programs and projects.
- Ability to understand and carry out complex oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees, County officials, state, local and federal agency representatives and the general public.
- Skill in the operation and utilization of computers and applicable software to include word processing, graphics, database and spreadsheets (e.g., Microsoft Word, Excel, Access and PowerPoint).
- Administrative, procedural, organizational and fiscal data concerning various grant programs available, or the means to access such

- Principles of budget development, evaluation, adherence and forecasting
- Knowledge of research techniques, data collection/retrieval and analytics.
- Knowledge of county/department/governing policies, procedures and ordinances.
- Extensive working knowledge and professional expertise in the relevant subject field.
- Skill in providing clear and concise oral, visual and written presentations.
- Skill in organizing and presenting complex data and concepts.
- Skill in organizing resources and establishing priorities.
- Collect, compile and analyze statistical and fiscal data and to present logical conclusions in graphic and narrative form.
- Exercise sound judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.
- Ability to prepare detailed methodologies for implementing projects.
- Ability to lead project teams and collaborate with others without having direct supervision.
- Ability to communicate effectively both orally and in writing.
- Ability to read, comprehend, implement and complete written and/or oral directions in English

#### WORKING CONDITIONS

<b>WORK ENVIRONMENT</b>	Typical work environment is an office setting requiring normal safety precautions. Work is usually performed during the normal work day, Monday thru Friday. Position is located on 2 <sup>nd</sup> story of Courthouse, must be able to navigate stairs daily.
<b>HOURS / SHIFTS</b>	40 hours per week, paid on bi-weekly basis
<b>BENEFITS</b>	A comprehensive benefits package that includes health, dental, vision, retirement, paid time off etc.
<b>EMPLOYEE SIGNATURE</b>	