

# Uintah County

## Job Description



<b>Title:</b>	Grants Administrator	<b>Code:</b>	202
<b>Division:</b>	Grants	<b>Effective Date:</b>	3/07
<b>Department:</b>	Commission	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	30

### GENERAL PURPOSE

Performs a variety of **professional and complex administrative** duties related to writing, securing and coordinating the compliance of various county-managed grants.

### SUPERVISION RECEIVED

Works under the general supervision of the County Commissioners.

### SUPERVISION EXERCISED

Provides close to general supervision to Administrative Assistant.

### ESSENTIAL FUNCTIONS

Coordinates county efforts in securing outside financial funding and support for various capital improvement, environmental, social services and special projects, i.e., homeless services, management studies, low income housing, etc; meets with department heads, engineers, and agency representatives; determines scope and need for projects; monitors grant opportunities to local government for various projects and service development; prepares grant applications; coordinates grant application activities with other interested local entities in order to secure joint funding; researches various avenues for approaching special funding sources interested in stimulating and enhancing the effectiveness of local government.

Monitors county secured federal and state grants for compliance with grant specifications and conditions; assures county compliance with Procurement Code; assures county receipt of disbursements of funds; develops periodic reports and reviews of program impact and progress; distributes reports to finance director, county manager, county commission, affected departments and grantor agencies as necessary.

Implements the creation of financial forms for grants necessary for the day-to-day accounting of program expenditures; reviews utilization of funds to assure conformity to grant budget and authorized expenditure areas; reviews and reports impact upon county operations and grant opportunities.

Operates personal computer for the development and maintenance of grant fiscal records and history; creates and maintains budget spreadsheets; prepares reimbursement requests and secures grant disbursements as needed to assure availability of funds; maintains project information as needed to verify and validate draws against grants; maintains various files and records of grant documentation.

Monitors payments made to contract vendors for services provided in connection with grant funding; reviews claims for payment under the grant and assures compliance with procurement code and grantor terms and conditions as well as contract terms and conditions specified by the county; verifies that vendor performance meets quality standards and expectations of the county and the end users.

Coordinates with various county administrators and department heads in the identification and location of funding avenues and grants; assists department heads in the evaluation of grant feasibility; prepares drafts of grant applications or assists department head in the completion of grant applications.

Attends various administrative and county meetings and makes presentations or participates in public discussion as needed to communicate intent, purpose and opportunity related to grants and related funding opportunities, i.e. CDBG, housing authorities, etc.; assists County Commissioners in the delivery of presentations; prepares and delivers status reports on funding reservoirs and project disposition.

Coordinates with various organizations or institutions offering grants and funding assistance; attends meetings to be apprised of grants and provide input for county interests; communicates via telephone, email, or internet web sites as needed.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a Bachelor's degree in business administration, public administration, accounting, finance, bookkeeping or related field;

AND

B. Two (2) years of experience in bookkeeping or accounting, grantsmanship or related field;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** grants and special funding environment available to the county; various federal programs receiving short or long term financial assistance; grantsmanship and related information network; general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); operation of standard office equipment; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

**Skill** in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

**Ability to** work independently; meet multiple deadlines; schedule and effectively coordinate computer project and workload demands; understand complex computer programs; communicate effectively, verbally and in writing; perform basic mathematical calculations; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel is a requirement of the position.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)