



## **JOB ANNOUNCEMENT**

Posting # 4111-10-18-01

Opening Date: October 11, 2018

Closing Date: Open Until Filled

### **POSITION: Grants Administrator**

**Compensation/Benefits:** Commensurate with Qualifications and Experience/One Year Probationary Period

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

Works under the general supervision of the County Commissioners.

### **Essential Duties and Responsibilities:**

Coordinates county efforts in securing outside financial funding and support for all County business improvement, environmental, social services and special projects.

Administers county secured federal and state grants and assists affected departments and grantor agencies as necessary.

Maintains various files and records of grant documentation. Monitors payments made to contract vendors for services provided in connection with grant funding.

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.

### **Minimum Job Requirements:**

Bachelor's degree in business administration, public administration, accounting, finance, bookkeeping or related field. and a minimum of two years of experience in bookkeeping or accounting, grantsmanship or related field.

**A County Application must be submitted by mail, fax, E-mail or in person by 5:00 pm on the closing date.**

Uintah County Human Resources

152 E. 100 N.

Vernal, UT 84078

Fax #: 435-781-5441

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