

JOB DESCRIPTION

Job Title: Grant Administrator

Department: County Commission

Reports To: County Administrator/County Commission

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an "essential function" is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS: (Physical Requirements Attached, if applicable)

- Bachelor's Degree, Technical Degree and/or equivalent experience
- High level technical expertise in MS Excel, Word, PowerPoint, Publisher, Outlook, using internet search engines, various state and federal grant applications (including GMS, GPRS, Grants.gov, PMS, etc.), and graphics management software applications.
- Experience in managing complex financials, including budgets, grant management systems and/or grant accounting systems.
- Must possess strong organizational, prioritization, quality management and problem solving skills.
- High level customer service and interpersonal communication skills (verbal, written and presentation).
- Ability to consistently manage and meet deadlines.
- Professional demeanor and ability to effectively work with all levels of staff, vendors, general public and government agency personnel.
- Strong diplomacy skills
- Must be able to take initiative and handle multiple priorities simultaneously.
- Ability to maintain a high level of confidentiality.
- Must have a valid driver's license.

TEMPERAMENT:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be detail oriented and have the ability to work quickly and accurately.

Effective Date: *enter date here*
Revision Date: *enter date here*
Review Date: *enter date here*

Responsibility Area and Performance Standards

(Evaluated with team member input)

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

		1	2	3	4
30%	ATTITUDE				
	<ul style="list-style-type: none"> • Communicate in a positive and courteous manner with all courthouse employees, the general public, government agencies, vendors, etc. • Provide superior and safe service to citizens of the community. • Provide the highest level of respect to co-workers, citizens and customers. • Respond in a positive manner to necessary changes in personnel, processes and systems. • Set high standards, act ethically and professionally, demonstrate dedication to excellence, and strive to exceed expectations. • Seize the opportunity to improve, being a wise purchaser and consumer of supplies. • Demonstrate honest and ethical treatment in all dealings. • Consistently wear appropriate attire. • Keep work areas clean and neatly organized. • Take initiative to improve processes and performance. • Is a good team member. • Provide feedback and constructive suggestions in a professional manner. • Express observations and suggestions in a way that promotes a positive outcome and avoids conflict. 				

Effective Date: *enter date here*
 Revision Date: *enter date here*
 Review Date: *enter date here*

Responsibility Area and Performance Standards

(Evaluated with team member input)

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

		1	2	3	4
65%	GRANT ADMINISTRATION				
	<p>The Morgan County Commission Grant Administrator is responsible for performing all activities associated with grant sourcing, research, management, administration, writing, coordination, financial management, administrative management and administrative support for the Morgan County Commission and other County Offices and the Morgan County Economic Development Authority (as time permits). Responsibilities include (but are not limited to) the following tasks:</p> <ol style="list-style-type: none"> 1) Scan media and research funding sources to identify grant opportunities; notify personnel, non-profit agencies and others as appropriate. 2) Research application processes, compile application data and coordinate deadlines. 3) Provide assistance to County personnel and the general public in researching and developing grant applications. 4) Research and understand grant requirements. 5) Write and/or assist individuals and organizations in writing grant proposals. 6) Manage all aspects of grant awards, contracts, resolutions, MOUs (Memorandum of Understanding), financials - including budgets, draw downs, requests for time extension, grant adjustment requests and reconciliations. 7) Track and report grant status and progress as appropriate. 8) Support Sub-grantees and Project Managers in the effective execution of their grant projects. 9) Work closely with Sub-grantees and Project Managers to ensure: <ul style="list-style-type: none"> • Terms and Conditions of contracts and agreements are met and properly documented. • Financial and Progress reporting requirements are met and properly documented. 10) Assist County Administrator in the project management of county grant programs. 11) Oversee fiscal administration of all Morgan County Partnership programs for which the County Commission acts as the fiscal agent, including: <ul style="list-style-type: none"> • Bi-weekly invoice processing • Monthly Requests for Reimbursement • Monthly Progress Reporting • Reconciliation of grant financials 12) Develop, manage and maintain hardcopy and electronic files on all grants. 13) Reconcile grant accounts with the County Budget on an annual basis. 14) Maintain documentation and provide materials to County Budget and EDA Audit requests as appropriate. 				

Effective Date: *enter date here*
 Revision Date: *enter date here*
 Review Date: *enter date here*

Responsibility Area and Performance Standards

(Evaluated with team member input)

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

		1	2	3	4
5%	GENERAL OFFICE DUTIES				
	<ul style="list-style-type: none"> • Assist County Administrator, County Commissioners, EDA and other Commission staff as needed and appropriate . • Provide reception support as appropriate. • Assist public as needed. 				

Effective Date: *enter date here*
Revision Date: *enter date here*
Review Date: *enter date here*