JOB DESCRIPTION

Job Title: Grant Coordinator
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)

- High level technical expertise in MS Excel, Word, PowerPoint, Publisher, Outlook using internet Search engines, various state and federal grant 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 able to pay attention to detail and have the ability to work quickly and accurately.

	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	Performance Rating*			
		1	2	3	4
30%	**ATTITUDE** • Communicates positively and courteously with all courthouse employees, the general public, government agencies, vendors, etc. • To provide superior service and safe service to citizens of the community. • Provide the highest level of respect to coworkers, citizens and customers. • Respond in a positive manner to necessary changes in personnel, processes and systems. • Must be able to change, adapt, follow through and communicate professionally. • Set high standards, act ethically and professionally, dedicate themselves to excellence. • Seizing the opportunity to improve, being a wise purchaser and consumer of supplies. • Honest and ethical treatment in all dealings. • Consistently wears appropriate attire. • Keeps work areas clean and neatly organized. • Take initiative to improve processes and performance. • Expresses appreciation, offers compliments and encouragement • Is a good team member • Provide feedback and constructive suggestions in a professional manner. • Expresses their observations and suggestions in a way that promotes a positive outcome and avoids conflict.				

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65%	• **GRANT ADMINISTRATION** 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: 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 in researching and developing grant applications. 4. Research and understand grant requirements. 5. Write and/or assist in writing grant proposals. 6. Manage all aspects of grant awards, contracts, resolutions, MOU's (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: • 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: • 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.				

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		1	2	3	4
5%	**GENERAL OFFICE DUTIES** • Assist County Administrator, County Commissioners, EDA and other Commission staff as needed and appropriate. • Provide reception support as appropriate. • Assist public as needed.				