



## POSITION AVAILABLE:

### Grants Administrator

POSTING DATE: Friday, October 22, 2021  
DEADLINE TO APPLY: Open until filled  
(Review of applications will begin on November 1, 2021)

DEPARTMENT: Commissioners' Office  
LOCATION: Ravenna, OH

SALARY: \$23.64/hr - \$29.47/hr  
CORE WORKING HOURS: Monday - Friday: 8:00 am - 4:30 pm  
CIVIL SERVICE/FLSA STATUS: Unclassified, Exempt

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#### JOB OBJECTIVES:

Incumbent reports directly to the County Administrator and is responsible for coordinating and administering all major grant functions for Portage County by performing professional work that involves grant coordination and administration, identification, research and analysis of funding sources, and assisting with proposal preparation and compliance monitoring by individual departments and divisions.

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance, Public Administration, Business Administration or related field from an accredited four-year college or university, and two (2) years of experience in grant administration, program development, public administration, or any other related experience which will demonstrate the ability to perform the duties of the position. A Master's degree may substitute for one year of the required work experience.

#### EXAMPLE OF DUTIES (For complete list of job duties, please see job description):

- Conduct research to discover funds available through grants from governmental agencies and private sources to determine feasibility of developing programs to supplement the County's annual budget allocations.
- Confer with personnel affected by proposed grant program to develop program goals and objectives, outline how funds are to be used and explain procedures necessary to obtain funding.
- Author and prepare grant application packages, determine grant funding options, contact funding agencies, obtain schedules, submit application packages, meet with local community groups to gain support, and coordinate and monitor funding opportunities and timelines.
- Write grant applications according to format required and submit applications for Board of Commissioners' approval and then to funding agency, once approved.

For full job description, click [HERE](#).

#### HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**

**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**

**RAVENNA, OHIO 44266**

**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225**

**PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**