

PORTAGE COUNTY

Board of County Commissioners

TITLE: Grant Administrator

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.

ESSENTIAL JOB FUNCTIONS:

- 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.
- Monitor grantees' (departments'/agencies') adherence to management requirements on a periodic basis, including but not limited to, review of reports submitted to grantor, review of departmental records and reconciliation of reported data to source documents.
- Prepare complex correspondence and grant reports/statistics and submit to local, state and federal governments and other grant funding agencies; assist grantee (department/agency) personnel in writing periodic reports to comply with grant requirements.
- Coordinate grant closeout activities by ensuring reports are submitted to grantors in a timely manner; ensure all grant funds are fully utilized; liquidate all unused budgeted funds; confirm that all grant funded equipment is accounted for.
- Serve as liaison between grantee (department/agency), the County and the grant funding source by attending meetings; respond to information requests and resolve issues between parties involved.
- Provide technical assistance and guidance in grant preparation to all requesting departments.
- Initiate budget entries and revisions to ensure efficiency and effectiveness of grant services.
- Monitor and evaluate information to determine compliance with prescribed standards and guidelines.

- Maintain appropriate records and documents to ensure all grant requirements are met.
- Coordinate special projects as assigned by the Commissioners.
- Perform related duties as required.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Incumbent operates the following equipment: personal computer, printer, fax machine, copier, telephone and calculator.

Critical Skills/Expertise:

- Knowledge of federal and state grants availability; audit requirements, principles and procedures of grants, project development and administration.
- Knowledge of the principles and practices of public administration and of local government structure and services.
- Knowledge of the laws and regulations pertaining to grants and contracts administration.
- Knowledge of grant sources, grant application procedures, proposal requirements and reporting requirements.
- Knowledge of administrative analysis and statistical techniques as applied to organizational and management problems.
- Knowledge of conducting research and preparing data and cost analyses.
- Ability to keep abreast of federal and state grant programs.
- Ability to determine eligibility for a variety of grant proposals.
- Ability to comprehend and make inferences from legal and administrative written materials.
- Ability to conduct research, analyze findings, prepare and present clear and precise recommendations and reports.
- Ability to work independently and persistently to complete work on schedule and according to quality control standards.
- Ability to prepare and administer various, diverse work programs including monitoring budgets, work schedules, grant requirements and progress reviews.

- Ability to exercise independent judgment and decision making in carrying out programs and projects.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or controversial public policy issues or regulations, using tact, patience and courtesy in dealing with angry or upset individuals.
- Ability to establish and maintain effective working relationships with County management, government agencies, grant funding agencies and the general public.

Job Standards: 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.

II. DIFFICULTY OF WORK

Work consists of varied, non-standardized tasks requiring the application of established laws, rules, regulations, policies and procedures.

III. RESPONSIBILITY

Incumbent acts with a minimum of supervision. Work is reviewed as needed, according the requirements of the Board of Commissioners. Errors in work could result in non-compliance with laws or policies, in loss of possible grant opportunities or in findings for recovery for failure to adhere to grant requirements.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with co-workers, employees in other County departments, public and private sector employees, elected officials (local, county, state and national) and the general public. The purpose of these contacts is to identify, request and administer grant funding activities for Portage County.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs sedentary work which may require lifting up to twenty-five (25) pounds occasionally.

Physical Activity: Incumbent performs the following physical activities: talking and hearing, reaching, lifting, fingering and repetitive motions.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside with no exposure to adverse environmental conditions.