

JOB DESCRIPTION: GRANTS & PROJECTS ADMINISTRATOR

**FLSA Class:** Exempt for Over Time

**Retirement:** Senior Management Service Class (effective 1/1/19)

**Salary Range:** \$50,000 - \$60,000 commensurate with experience

**Reports To:** Directly to Calhoun County Board of County Commissioners

**Position Type:** Full-time

**Required Education & Experience:**

- Bachelor's degree in Public Administration, Business Administration or another related field
- 2+ years' experience in contracts/grants administration and/or compliance or any other related experience
- Highly Proficient in Microsoft Office, Excel, Word, Access & Outlook

**Essential Functions of the Job:**

***Responsible for daily management of contracts and grants in accordance with the County's adopted Grants Administration Policies and Procedures. The omission of specific statement of duties does not exclude them from the position.***

***Involves, but is not limited to:***

- Develop, prepare, monitor and administer all grant applications and contracts. Identifies, administers, supervises and coordinates countywide administration of federal, state and/or local monies in accordance with applicable standards, regulations, and guidelines.
- Identify and develop strategies to optimize and streamline the grant/contract process.
- Develop and implement policies and practices related to grant/contract requirements and regulation.
- Work with County finance department to ensure proper invoicing, billing, accounting, reporting, and other administrative functions are completed for successful grant execution.
- Prepare and approve invoices for grant related expenditures.
- Serve as a resource to all County departments regarding applicable grant programs; provide information, research, analysis, written reports and recommendations as needed.
- Coordinate, attend, and participate in County and other governmental meetings related to grant needs and provide local government officials and the public with information regarding the availability of programs, eligibility requirements and the application process.
- Coordinate and supervise auditing, monitoring and scheduling of grant reports.
- Create and/or assist departments in preparation of requests for proposals and contracts relative to grants, in compliance with the County's Procurement Policy and applicable federal, state, and local laws and regulations.
- Review expenditures and project status to ensure that expenditures are appropriate in accordance with grant requirements.
- Participate in preparation of the annual County budget and Capital Improvement Plan.

**JOB DESCRIPTION: GRANTS & PROJECTS ADMINISTRATOR**

- Pursue all Federal and State Grant Funding applicable to Calhoun County.
- Coordinate County responses to audits of funded grant projects.
- Negotiate professional service contracts directly related to grant projects.
- Manage, monitor, prepare and execute all CDBG sub-recipient contracts.
- Prepare all documents related to FDOT SCRAP, SCOP & CIGP programs. Also, track these programs for budget and accounting purposes.
- Attend trainings and workshops related to administration and application of various grant programs.
- Other assigned tasks.

**Knowledge, Skills, and Abilities:**

- Excellent project management skills with experience in managing and supervising administrative projects.
- Excellent organizational skills.
- Excellent interpersonal and presentation skills.
- Good knowledge of planning and strategizing financial and budgeting issues.
- Ability to perform in cross-functional team approach and job responsibilities.
- Experience with basic financial management skills, including developing and monitoring budgets and financial reporting.
- Independently motivated to proactively identify areas of need and opportunities for improvement.
- Highly proficient in using computers with related knowledge of software programs and Internet.
- Valid Florida Driver's License with acceptable driving record.

**Travel:** Some travel may be required

Pre-employment computer skills testing is required. To arrange for testing:

- Register at [employflorida.com](http://employflorida.com)
- Call 850-633-4419 - ask to speak to the Blountstown office to schedule testing

Pickup/Return Applications from Dara B. Schamens, HR/PR Deputy Clerk in the Clerk's Office. Or call (850) 674-4545 Ext 146 and request one to be emailed.