**POSITION DESCRIPTION**

**DEPARTMENT:** Operations

**POSITION TITLE:** Grant Coordinator

**EMPLOYMENT CATEGORY:** Regular Full-Time

**STATUS:** Exempt

**REPORTS TO:** Director of Operations

**POSITION SUMMARY:**

This position is responsible for administering and directing grant program functions, including researching grant availability, writing and submitting applications, administering the grant within guidelines and maintaining all required documents.

**FUNDAMENTAL JOB DUTIES:**

1. Assist any County agency or public entity upon request with writing grant applications.
2. Searches for and applies for grant opportunities that will benefit and support County entities.
3. Maintains records of all federal, state, or private grant applications and complies and submits periodic status reports.
4. Analyzes and coordinates state and federal programs with long-range plans.
5. Determines state, federal, and private grant report requirements and ensures that reports are filed on time.
6. Coordinates and resolves administrative problems with grant agencies.
7. Provides County departments with information on potential sources of State, Federal, and/or assistance.
8. Ensures effective coordination between County departments and State and Federal agencies.
9. Develops administrative procedures governing preparation and submission of County grant applications to ensure consistency with County strategic planning.
10. Identifies sources of matching funds and assesses long-term costs to the County or grant recipient.
11. Ensures recovery of indirect administrative costs from grants.
12. Other duties as assigned by Director of Operations.

**EDUCATION:**

Bachelor's Degree or higher with specialization in journalism, English, speech, public relations, mass communications, public or business administration.

**EXPERIENCE / SKILLS:**

Three years of experience in an administrative or technical capacity which has provided familiarity with local government structure and state/federal grant requirements. Any equivalent combination of experience and training. Must maintain possession of a valid Kansas driver's license.

**PHYSICAL REQUIREMENTS / ABILITIES:**

Abilities

Knowledge of state and local government structure. Ability to prepare articles for publication. Ability to understand and facilitate the use of emerging communication technologies. Knowledge of pertinent information resources and information evaluation and reporting techniques. Knowledge of federal grant requirements and methods of dealing with officials. Ability to develop and maintain effective working relationships with associates, employees of other departments, representatives of other organizations, County officials and the public. Ability to communicate clearly and effectively, both orally and in writing.

Problem Solving

Constant problem solving exists in relation to the challenge of communicating complex information to diverse audiences within the community and beyond.

Decision Making

Constant problem solving exists in relation to the challenge of communicating complex information to diverse audiences within the community and beyond.

Accountability

Employee is responsible for completion of assigned work in a timely manner. This position reports to the County Director of Operations. Does not supervise other positions.

Personal Relations

Continual contact with other County departments and the general public.

**WORKING CONDITIONS / ENVIRONMENT:**

Works primarily in office setting, using standard office equipment and computers. Must be able to work flexible hours as needed. Work may include some evenings and public presentations. Ability to perform generally light physical work and ability to occasionally lift 15 pounds; ability to adequately operate a computer and calculator; ability to communicate by telephone.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

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*Employee Signature Date*

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*Department Head Signature Date*

Revised: May, 2022