CLASS SPECIFICATION

COUNTY GRANTS ADMINISTRATOR

DEFINITION

Under administrative direction, plans, organizes, implements, monitors and evaluates a County-wide grant funding plan; provides training and technical guidance to departments to ensure compliance with grant requirements; manages County grant contracts with non-profit agencies; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a bachelor’s degree in public administration, business administration or closely related field and four years of full-time experience in the preparation, administration of evaluation of grant applications for federal or state grants; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATES

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Plan, organize and implement a County-wide grant funding plan, identifying strategic grant funding needs and potential federal, state, local and private funding sources, to maximize funding opportunities available to the County.

Develop goals and objectives for the grant funding plan, recommend funding priorities and timetables, and evaluate the effectiveness of the grant-funding plan.

Research and maintain current information on available federal, state, local and private funding sources and their respective compliance requirements; provide current information to user departments to maximize the County’s opportunity for funding.

Provide fiscal guidance, technical assistance and training to County departments in the preparation of grant applications and in the development and implementation of proper procedures to ensure grant compliance and accountability systems; monitor the implementation of grant funded projects located throughout the County.

Develop and implement project tracking systems to ensure the timely preparation of grant applications, and implementation of grant requirements; provide departments with assistance in the implementation of grant funded projects.

Compile and analyze data and complete written reports regarding grant funded programs and projects; present reports to appropriate agencies, organizations and governing bodies.
Liaise with federal and state agency officials to ensure the County’s awareness of possible grant funding sources for new and on-going projects.

Represent the County at meetings with community representatives and non-profit agencies seeking grants; provide training to agency representatives in the preparation of grant applications; review proposed grant applications from non-profit agencies.

Develop performance-based contracts with non-profit agencies receiving grants of County funds and monitor contract compliance.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Countywide budgeting, accounting, and finance methods.

Washoe County’s information systems and software used in the assigned area.

State laws and regulations relating to grants.

County operations and the services provided to the community.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Principles and practices of preparing grant application and administration.

Principles and practices of program planning and evaluation.

Basic principles and practices of public administration.

**Ability to:**
Read and comprehend technical research materials; federal and state regulations pertaining to grants.

Write clear concise reports.

Communicate effectively orally and in writing.

Prepare grant budgets and monitor expenditures.

Identify potential problems and recommend effective solutions.

Deal effectively with those contacted in the course of the work including County staff, members of the community, staff of other agencies, and government officials.

Effectively manage multiple grant projects in various stages of progress.

Ability to operate a personal computer.
SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment; ability to operate office equipment, including computers, telephones, calculators, copiers, and fax machines. Ability to attend evening meetings and work occasional evenings and weekends.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee Date __March, 2001__