

JOB DESCRIPTION: GRANT ADMINISTRATOR

(Full-Time)

Reports To: County Judge

FLSA: Exempt

Pay Scale: 27

SUMMARY OF POSITION:

Tasked with planning and implementing grant programs, researching and applying for funding opportunities, monitoring expenditures, identifying support agencies, tracking results, and analyzing financial data to ensure compliance and grant reporting is conducted effectively and efficiently.

DUTIES INCLUDE (but not limited to):

- Overseeing Grant Administrator Budget by working within an established departmental budget
- Managing and supporting the grant requirements and implementation for Houston County
- Identify and develop strategies to optimize the grants administration process
- Perform relevant research to identify available grant opportunities and evaluate the results
- Directly involved in grant writing and submittal of grant applications by working with county departments to obtain information as needed
- Develop system for submitting grant reporting requirements on a monthly, quarterly, and/or annual basis as required by grantor with County Auditor
- Give guidance on grant implementation according to the operational and financial needs of the County
- Keep the department heads and elected officials informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- In collaboration with the County Auditor, oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant processes
- Assist County Auditor and County Judge in preparation of financial or budget plans and allocation in accordance with each grant requirement
- Analyze the budget trends and make recommendations for cost control and reduction for various grants
- If required, provide detailed reports to the funders and/or the board of directors with respect to the County's progress
- Monitor paperwork and other related documents connected with grant-funded programs
- Maintain records of all payments and receivables and prepare monthly records for all grant related activities for submission to the County Auditor as requested
- Provide training and supervision, as needed, to new staff on grants management and reporting requirements
- Attends and participates in meetings, training and information sessions; Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self.

SKILLS AND ABILITIES

- Excellent project management skills with experience in managing and supervising administrative projects
- Possess excellent organizational skills
- Strong command over written and verbal communication
- Excellent interpersonal and presentation skills
- Good understanding of the county's overall business and its objectives
- Possess good knowledge of planning and strategizing financial and budgeting issues
- Ability to work within a team and provide support to department heads and elected officials
- 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
- A multi-tasker with strong ability to work under pressure
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Proficient in using computers with related knowledge of software programs and Internet

MINIMUM QUALIFICATIONS

- 10 years experience in preparing and/or monitoring federal and state grants required
- Experience in County operations and accounting preferred