



SAN JUAN COUNTY JOB DESCRIPTION

POSITION TITLE: Grant Manager/Coordinator

DEPARTMENT: County Administration

GRADE/STEP: Grade 11, Step 81 – 151, Grade 21, Step 165-213 Part-Time
Position with No Benefits

SALARY: \$21.42 to \$26.53 (County typically hires at entry level depending on experience). This position may be underfilled as a Grant Coordinator at a range of \$14.92 to \$20.13 depending on experience.

POSITION TERM: This is a limited-term part-time position expiring in 2024.

JOB SUMMARY:

Major Responsibilities:

Summary:

1. This position is responsible for researching, identification, coordination, and preparation of grant proposals to various entities including but not limited to Federal, State and local governments, foundations, corporations and non-profit organizations for the County, County Departments, and Cities/Towns.
2. The position will specifically work on finding opportunities to fund existing County programs as San Juan County works to stabilize its budget in FY 2022 and beyond due to the COVID-19 pandemic.
3. The Grants Manager/Coordinator position performs high-level professional work related to grant seeking, grant administration, and coordinating grant management activities on a Countywide basis.

Duties:

1. Grant seeking and grant administration activities may include any or all of the following: research and identify grant funding opportunities and grant

funding needs; research and develop grant-funding sources - Federal, State, private, and other sources; develop and catalog external resources in the areas of training, grant funding sources, and other grant related resources; provide assistance in determining grant eligibility; provide technical assistance and training to departments in grant writing, preparation, and management; develop and implement administrative procedures and controls for grant application process; facilitate interdepartmental coordination and communication on multi-departmental grant projects to ensure that grants are processed and administered in a timely manner and according to grant requirements; provide technical expertise in determining grant compliance and eligibility requirements.

2. The Grants Manager/Coordinator position also works closely with other County/City departments, (example: Economic Development, Planning, Recreation, and others) to accomplish the following goals: policy, process and procedure development for financial administration of grants; provide training and technical assistance in financial aspects of grant management and grant compliance; facilitate interdepartmental coordination when processing grant payments and reimbursements; maintain centralized reports of Countywide grant activity (grant applied for, grants awarded, grants closed, etc.); program evaluation and auditing, as well as financial analysis and tracking of grant funds.
3. Provide necessary documentation and submittal requirements; seek approval from County Board of Commissioners and obtain letters of Support. Present letters of support to the County Board of Commissioners when necessary.
4. Perform various general grant administration functions such as budget amendments, plan change, program evaluation etc. Process and maintain grants agreements, awards, and amendments documentations. Communicate grant timeframe, milestones, and reporting schedules to appropriate grantees.
5. Work with appropriate County agencies to gather data for reports and ensure that proper records are maintained. Develop in conjunction with the CAO, grant administration policies and procedures in accordance with Federal, State, and local regulations.

Minimum Qualifications

1. Education and Experience:

Possession of a Master's Degree from an accredited college or university in Public Administration or Business Administration is highly preferred;
OR

Possession of current Grants Professional Credential from Grant Professional Certification Institute is highly desirable; OR

Graduation from an accredited four-year college with a minimum of a bachelor's degree in Language, Communication, Business Administration or Public Administration, or an equivalent combination of related education and experience, or relevant fields: AND

Two years of grant coordination, preparation, and administration experience preferred.; OR

Any equivalent combination of education, training, and experience

2. Necessary Knowledge, Skills and Abilities

A practical experience in these areas is desired but at minimum a working knowledge of:

Operation of local, state and federal government programs, their relationship to the County, and their resource potential;

Grant writing including but not limited to local and State government grants, Federal funding requests, and funding requests to private, corporations and non-profit organizations.

A strong understanding of the grant life cycle process including grant seeking, grant writing, and the grant management process.

Proficiency of office equipment, including but not limited to computers, copy machines, calculators, cameras, VCRs, Digital Cameras; fax machines; etc.

Skills in:

Administration, communications, conflict resolution and public relations; Research and Planning; Grantsmanship and funding sources, including those in both private and public sources; Budget and financial planning and management; Promotion, marketing and advertising.

Ability to:

Deal successfully with the public and generate interest in community affairs; Bring people and ideas together, conceptualize the input, and facilitate a productive and profitable outcome; Be flexible in dealing with change impacting both short- and long-term activity; Be a team player in fulfilling program goals and objectives; Be an

effective public speaker promoting the needs and issues of San Juan County; and Travel to attend meetings, seminars, and conferences.

Physical Demands:

Tasks require a variety of physical activities with periodical standing, walking, stooping, sitting, reaching. Mental application utilizes memory for details, verbal instructions and emotional stability and discriminating thinking. Must be able to lift and move a minimum of twenty-five (25) pounds.

Working Conditions:

Work will be done in a typical office setting located in the San Juan County Administration Building or in a Virtual/Remote setting. Frequent travel throughout Utah, exposure to outside weather conditions.

If necessary, this position may be a Virtual/Remote position working at a minimum a part-time schedule or adjusted based on grant deadlines and overall needs. Part-time is considered up to 29 hours a week.

This description lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.