

POSITION DESCRIPTION

Title: Grants Director
Department: Grants
Job Analysis: January 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator
Subordinates: Grants Administrator
Internal Contacts: County Commission Staff, County Employees
External Contacts: Local, State, and Federal Agencies, Vendors, General Public
Status: Classified/Exempt (S320)

Job Summary

The Grants Director is responsible for directing and managing all aspects of local, state, federal, grants for Baldwin County. This position coordinates and provides guidance and support to Baldwin County Commission Departments in identification, development, and management of grants; managing the full grant cycle from application to closeout while ensuring compliance requirements are met. This position also manages and directs the staff of the Grants Department.

Job Domains

A. Grants Management

1. Administers and monitors all grant programs, compliance, and projects.
2. Coordinates the planning and preparation of grant proposals for one or more Baldwin County Commission departments, provides guidance and assistance in interpretation of funding agency regulations and requirements.
3. Oversees all grant submissions, ensuring the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
4. Develops procedures, schedules, and objectives to verify all grant expenditures are in compliance with procurement laws and with the terms and conditions of the awarding instruments.
5. Ensures eligible administrative costs are recovered or funded.

6. Advises and assists in preparation of grant documentation, including grant writing.
7. Creates standard and special reports, summaries, analyses, as required/needed by the Baldwin County Commission.
8. Maintains specialized database and system used for recording and tracking grant proposals, awards, and additional information.
9. Develops and maintains a library of reference documentation, including such information as funding agency requirements, forms, and other pertinent material.
10. Monitors and coordinates the administration of post award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
11. Actively pursues new grants.
12. Assists Finance and Accounting staff in preparing and maintaining a list and supporting documentation of all County grants for the Auditors (SEFA Report).
13. Prepares all grant and compliance reports as required.
14. Works with auditors to ensure that all Baldwin County grants are in full compliance with state and federal audit requirements.
15. Works closely with Purchasing Director in writing Requests for Proposals (RFP) and procurement administration.
16. Evaluate and monitor program achievement against target goals, recommending modifications as necessary.
17. Participate in meetings as required with staff to assist in identifying and supporting any outstanding compliance issues.
18. Prepares and/or supplies data for local, state, and federal, grant reports or reimbursement requests and assists with the year-end audit process.
19. Works with finance and budget to assign proper account codes to revenues and expenditures by fund and line item including funding and expense strings within the Grants/Project module.
20. Verifies that County grant accounting records are correct and balanced monthly.
21. Perform additional responsibilities as designated by the Administrator and/or County Commission.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Excellent verbal and written communication skills.
2. Skilled in the use of computers and software related to job (word processing, spreadsheets).
3. Ability to prepare grant applications, reports, and correspondence.
4. Ability to analyze complex grant applications and interpret financial data.
5. Exceptional research skills.
6. Organizational and project management skills.
7. Ability to manage multiple simultaneous projects and meet deadlines.
8. Ability to work independently with excellent time management skills.
9. Ability to be discreet with personal information that may be needed.
10. Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the public.

Other Characteristics

POSITION DESCRIPTION

Title: Grants Administrator
Department: Grants
Job Analysis: January 2023

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Relationships

Reports To: Grants Director, County Administrator
Subordinates: None
Internal Contacts: County Commission Staff, County Employees
External Contacts: Local, State, and Federal Agencies, Vendors, General Public
Status: Classified/Exempt (S318)

Job Summary

The Grants Administrator is responsible for assisting in all aspects of local, state, and federal grants for Baldwin County. This position provides guidance and support to Baldwin County Commission Departments in identification, development, and management of grants and assists with managing the grant process from application to closeout while ensuring compliance requirements are met. This position also works directly with vendors and sub-grantees to monitor paperwork and general field audit of projects.

Job Domains

A. Grants Management

1. Assists with administering and monitoring all grant programs and projects.
2. Assists in the planning and preparation of grant proposals for one or more Baldwin County Commission departments, provides guidance and assistance in interpretation of funding agency regulations and requirements.
3. Assists with overseeing all grant submissions, ensuring the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
4. Assists with developing procedures, schedules, and objectives to verify all grant expenditures are in compliance with contracts, granting agency requirements, and procurement laws.
5. Assists in preparation of grant documentation, including grant writing.

6. Assists with creation and distribution of standard and special reports, summaries, analyses, as required/needed by the Baldwin County Commission.
7. Assists with maintaining specialized database and system used for recording and tracking grant proposals, awards, and additional information.
8. Assists with developing and maintaining a library of reference documentation, including such information as funding agency requirements, forms, and other pertinent material.
9. Assists with monitoring and coordinating the administration of post award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
10. Actively pursues new grants.
11. Assists with preparing and maintaining a list and supporting documentation of all County grants for the Auditors (SEFA Report).
12. Prepares all grant and compliance reports as required.
13. Assist Grants Director in writing Requests for Proposals (RFP) and procurement administration.
14. Assists with preparing and/or supplying data for local, state, and federal, grant reports or reimbursement requests and assists with year-end audit process.
15. Assigns proper account codes to revenues and expenditures by fund and line item.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Excellent verbal and written communication skills.
2. Skilled in the use of computers and software related to job (word processing, spreadsheets).
3. Ability to prepare grant applications, reports, and correspondence.
4. Ability to analyze complex grant applications and interpret financial data.
5. Ability to be discreet with personal information that may be needed.
6. Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the public.

Other Characteristics

1. Willing to work nonstandard hours, as necessary and travel out of County as needed.
2. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. Require a minimum of three (3) to five (5) years of experience in grant solicitation and management with a thorough understanding of local, state, and federal funding sources.
2. Bachelor's degree in a related field is preferred.
3. Experience in preparing budget and financial reports is preferred.

1. Willing to work nonstandard hours, as necessary and travel out of County as needed.
2. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. Require a minimum of five (5) to seven (7) years of experience in grant solicitation and management with a thorough understanding of local, state, and federal funding sources.
2. Bachelor's degree in a related field is preferred.
3. Knowledge in preparing budget and financial reports is preferred.