

POSITION DESCRIPTION

Title: Grants Administrator

Department: Finance & Accounting

Job Analysis: September 2021

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: Clerk Treasurer/Chief Compliance Officer/Accounting Manager

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

Responsible for directing and managing all aspects of local, state, and federal grants for Baldwin County. Coordinates and provides guidance and support to Baldwin County Commission Departments in identification, development, and management of grants. Manages the grant process from application to closeout while ensuring compliance requirements are met.

Job Domains

A. Grants Management

1. Administers and monitors all grant programs and projects.
2. Coordinates and 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. 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 contracts.
5. Ensures eligible administrative costs are recovered or funded.
6. Advises and assists in preparation of grant documentation, including grant writing.

7. Creates and distributes 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. Prepares and maintains a list of all County grants for the Auditors (SEFA Report).
13. Prepares all grant accounting and compliance reports as required.
14. Works with auditors ensure that all Baldwin County grants are in full compliance.

B. Accounting and Financial

1. Prepares and/or supplies data for state and federal grant reports or reimbursement requests.
2. Assigns proper account codes to revenues and expenditures by fund and line item.
3. Verifies that County grant accounting records are correct and balanced monthly.
4. Assists in maintaining Accounts Receivable systems, including the collection process.
5. Assists with the year-end audit process.
6. Assists Clerk/Treasurer and senior level staff with financial tasks.
7. Other duties as assigned.

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 general public.

Other Characteristics

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

Minimum Qualifications

1. Require a minimum of five (5) years of experience in grant solicitation and management with a thorough understanding of local, state, and federal funding sources.

2. Graduate of an accredited college or university with a bachelor's degree in a related field is preferred.
3. Accounting experience is preferred, including experience in preparing budget and financial reports.