

# Grant Administrator

FLSA Status: *Exempt*

## General Statement of Duties

Performs duties related to the research, application, and administration of grants which the County is eligible to receive. This position is responsible for planning, researching, organizing, applying for, and administering, as needed, grants in which the County desires and is eligible to receive. Work requires skills in research, writing, listening, documentation, and working with staff and citizens who would benefit from the grants. Work requires the development of a broad knowledge of grant opportunities and the ability to properly put applications together. Work is under the general direction of the County Manager.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Applies for grants as directed by the County Manager.
- Meets with County departments regularly to offer assistance in developing proposal, seeking, and applying for grants.
- Responsibilities include application, writing, research, and administration of grants.
- Work requires the development and maintenance of grant writing skills, knowledge of grant opportunities, and the ability to put applications together.
- As directed by the County Manager, provides assistance to outside agencies, whose missions would benefit the County, with grant research, proposal development, grant applications, award acceptance and certifications, and funding reports.
- Prepares and submits all documentation and reports required by funding agencies, such as Cost Reports, Semi-Annual Reports, Annual Reports, and Final Closeout Reports.
- Prepares and submits all federal and state reporting requirements for grant funding.

## Knowledge, Skills and Abilities

- Considerable knowledge of governmental and private sector grant opportunities.
- Skills in the development of grant applications.
- Skills in technical writing and oral presentations.
- Ability to establish and maintain effective working relationships with fellow employees.

## Additional Job Duties

Performs additional work as required

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive

information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and using measuring devices; work occasionally requires working in high, precarious places and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Education and Experience**

Bachelor's degree in English, Journalism, Business, Public Administration, or a related field. Experience in Grant Writing and Administration is preferred. An equivalent combination of education and experience may be accepted.

### **Special Requirements**

Valid driver's license in the State of North Carolina.