



Jackson County Board of County Commissioners

Position Description

Job Title:	Grants/Contracts Coordinator	Reports To:	Admin Services Director
Department:	Administration	Supervisory (Y or N):	N
Location:	Headquarters	Retirement:	Regular Class
Annual Salary:	\$37,323.00 - \$53,620.00	Position Type:	Full-Time

Job Description

CLASS TITLE OF EACH POSITION REPORTING TO DIRECTLY TO THIS POSITION

- N.A

ROLE AND RESPONSIBILITIES

Under limited supervision, this position manages all contracts and grants tracking for the County. Responsibilities include overseeing all aspects of grant tracking, to include funding, planning, and organizing all grant-funded initiatives. Identifies and develops viable proposals for external funding/funding aids by utilizing programs which can address County priorities and goals. Assesses program needs and ensures open communications and follow-through with all departments. Consistently manages ongoing grants and contracts, negotiates and maintains leases, – tracking fiscal year requirements (financial, backup information, etc.), deadlines, renewals, action items, and timelines. Additionally, this position will provide technical assistance to administrators and staff regarding potential opportunities, including when needed - strategies and preparation of proposals and budgets. Provides operational support to all departments ensuring communications and expectations are met for all projects. Work requires a considerable knowledge of tracking, planning, program development, curriculum, program evaluation, and grant funding sources. Excellent communication skills are required to coordinate County-wide efforts, mediate conflicts and develop effective networks. Exceptional skill in research, synthesis of information, writing and editing are needed to develop successful proposals for outside funds. This position reports directly to the Deputy County Administrator.

ESSENTIAL JOB FUNCTIONS

- Works with Procurement Officer to execute contracts after Board approval;
- Ensure complete and timely management of contract from beginning to end, including renewal process if appropriate or required;
- Tracks and coordinates all grant-funded initiatives for County;
- Manages and tracks all Contracts for the County – keeps organized and detailed files of contract periods, renewals, requirements and other important data;
- Maintains master files on Grants and Contracts - Keeps organized and detailed files of funding agencies, grants applied for, grant proposals and other important data.
- Reviews literature and information of funds available through grants from governmental agencies/ private foundations to determine feasibility of utilization to supplement local annual budget allocations for the County;
- Suggests and reviews Contract(s)/Grant(s) requirements and funding requirements with appropriate personnel;
- Confers with appropriate personnel to develop program goals and objectives, outline use of funds, and explain procedures/requirements necessary to obtain funding;
- Works with appropriate personal in preparing narrative justification for purchase, including fiscal impacts and other budgetary requirements and impacts;
- Establishes networks with appropriate representatives for State and Federal funding sources;
- Directs and coordinates evaluation and monitoring of grant-funded programs to ensure compliance and completion;
- Ensures necessary follow-up, including meeting with the funding agency and final submission;
- Upon receipt of a grant, the Grants Coordinator sees that the requirements of the funding organization are met;



Jackson County Board of County Commissioners

Position Description

- Provides technical assistance by advising staff, directors and administrators regarding potential funding resources, development issues, and proposed strategies to meet needs of the County;
- Identifies and develops strategies to optimize the Contract and Grant processes;
- Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities;
- Oversee if other staff (coordinators, writers, and administrators) are complying with their responsibilities for completion;
- Prepare financial or budget plans and allocations along with the Budget Officer in accordance with each requirement;
- Analyze the budget trends and make recommendations for cost control and reduction for various grants;
- Provide training to the new staff on Contract and Grant Management, when appropriate;
- Performs other job related requirements, as needed.
- (These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate's degree and 5 years of experience as described above; or
- Bachelor's degree and 4 years of experience as described above; or
- Master's degree and 3 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.
- Proficient personal computer skills required.
- Possession of a valid driver's license.

KNOWLEDGE, 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 organization'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 the junior staff
- 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

ADDITIONAL REQUIREMENTS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle in a safe manner. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.



Jackson County Board of County Commissioners

Position Description

However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristic (whether similar to or divergent from obvious standards) of documentation of policies and procedure.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manual, invoices, surveys, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, news releases, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists; to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interest, profit and loss, and ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

For County HR Use Only

Check all that apply:

Standard Prescreen for Hire: Uniform Allowance Physical Drug Screening Re-screening

Security Check: No Security Screen Required Background Investigation Required Background & Fingerprint Required Fingerprint Investigation Required Access to Abuse Records Caretaker Financial Corrections Management Sensitive County Security Check **Other:**

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	



Jackson County Board of County Commissioners

Position Description

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.

Incumbent Signature (optional):	Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/> Supervisor's Signature:	Title: Date:
Approval of Reviewing Authority: (Department Director)	Title: Date:
Approval of Agency Personnel Officer:	Title: Date: