

## Job Description

**Job Title: Grants Specialist**

**Prepared By: Grants Manager**

**Classification: Full-time**

**Prepared Date: May 22, 2015**

**Department: Grants Office**

**Approved By: Human Resources**

**Reports To: Grants Manager**

**Approved Date: 2/5/2016**

**Location: 501 Ivinson St.**

**FLSA Status: Non-exempt**

### Job Summary:

Works with grantees and State/Federal agencies under the supervision/direction of the County Grants Manager. Responsibilities include grant writing for county departments and local non-profit agencies, accounting for revenues/expenditures of all county grants, submitting grant reports and payment requests, monitoring compliance with federal and state mandates, preparing annual audit documents, and providing technical assistance to grantees in budgeting/funds management processes.

This position may exercise indirect functional and technical supervision to other departments and outside agencies as to the preparation of grant applications and management of grants.

### Essential Duties and Responsibilities:

1. Present completed grant applications and agreements, from county departments and external entities, for Board approval.
2. Assist the Grants Manager in the preparation of grant applications.
3. Assist county departments in the grant proposal process and grants management process and questions related to such.
4. Research and review various sources of grant funding from governmental agencies and private foundations; consult with other public entities, nonprofit agencies and private organizations.
5. Prepare and submit financial and performance reports and summaries, abstracts, documentation, guidelines, and correspondence.
6. Prepare vouchers for grant payments and reimbursement requests from funders; record expenditures for grants compliance and reimbursement.
7. Prepare grant letters, documents, public notices, and correspondence; prepare a variety of fiscal, statistical, and administrative summaries and reports.
8. Create and maintain files on grants including proposals, contracts, resolutions, amendments, fiscal and program reports and fiscal spreadsheets.
9. Maintain an accounting system of federal and state grants.
10. Respond to questions and concerns regarding preparation of grant proposals and grant compliance.

11. Assist in the preparation of contracts and resolutions.
12. Monitor daily grant/contract project activities.
13. Operate modern office machines and equipment including PCs, typewriters, printers, copiers, scanners, calculators, and fax machines; routinely use a full range of word processing and spread sheet software applications.
14. Adhere to safe work practices and procedures.
15. Attend workshops, conferences and classes to increase professional knowledge.
16. Assist county departments with grant budgeting and grant reporting (e.g. public health, drug court, etc.)
17. Perform monthly reconciliation of all grant expenditures and revenues.
18. Works closely with clerk's and treasurer's offices to gather information necessary for grant application and reporting purposes.
19. Prepare Schedule of Federal Assistance and Deferred Revenues and Expenditures for the yearly audit.
20. Perform related duties and responsibilities as assigned.
21. Working Environment: Minimal exposure to undesirable working conditions or exposure.
22. Physical Activities: Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, running, kneeling, crouching/stooping/squatting, and lifting an average of 15 lbs.

## **Qualifications/Requirements:**

### **Knowledge of:**

- State and Federal regulations pertaining to grants (Davis Bacon, Buy American, etc.)
- Grant management and compliance.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, proofreading, and punctuation.
- Mathematical and accounting principles.
- Principles and practices used in interacting with the public.
- Modern office procedures, methods, and equipment.
- Principles and practices of working safely.
- Microsoft Office Software and working experience of Excel.
- Internet based reporting applications.

### **Skills to:**

- Operate modern office equipment.
- Operate a motor vehicle safely.

### **Ability to:**

- Ensure proper grant compliance.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise administrative, financial, and budgetary reports.

- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Plan and organize work to meet schedules and deadlines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION/TRAINING/EXPERIENCE:**

Equivalent to two years of college or trade apprenticeship and/or specialized training in Business, Accounting or Public Administration experience. One to two years related grants management and/or grant writing experience. Valid Wyoming Driver's license.