

## **JOB DESCRIPTION**

**Job Title: Grants Manager**

**Prepared By: Grants Manager**

**Classification: Full-time**

**Prepared Date: May 22, 2015**

**Department: Grants Office**

**Approved By: Human Resources**

**Reports To: County Commissioners**

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

**Location: 501 Ivinson St.**

**FLSA Status: Exempt**

### **Job Summary:**

Oversee and manage the facilitation, coordination and organization of all aspects of the County's grants programs including grants received by Albany County, grants submitted through Albany County by external agencies, and grants awarded by the Board of County Commissioners.

*Supervision Received:* Direction comes from Albany County Commissioners and position reports to Albany County Commissioners.

*Supervision Exercised:* Direct supervision of Grants Specialist. Indirect functional and technical supervision is to Department Heads and Elected Officials and outside agencies.

### **Essential Duties and Responsibilities:**

- Plan, develop, manage and direct various grants and contracts as related to grants.
- Coordinate and is responsible for all aspects of projects associated with grants and contracts.
- Develop grant related goals, objectives and outcomes.
- Assist in the development and implementation of county-wide goals and the possible application of grants for facilitation of these goals.
- Develop strategic plans and other work plans needed to achieve the goals of the grants and/or contracts.
- Develop contracts as related to grants and or contracts for services in accordance with federal and state rules and regulations and submits to County Attorney for review.
- Forecast budget needs and prepares budgets as related to grants.
- Prepares grant applications, assist county departments in the grant proposal process, and coordinate with external entities to obtain county sponsorship of pass through grants and/or letters of support.
- Review grant proposals and grant applications for compliance with the RFP or grant application requirements and recommends changes to these applications.
- Develop work plans including tasks and timelines.
- Negotiate funding and performance standard included in contracts.

- Monitor and audit contract activities and compliance with contract requirements.
- Evaluate contract outcomes to determine continued program eligibility and future funding.
- Serves as a project lead of the grant and/or contract process; oversee and manage all positions involved in the planning process.
- Prepare Request for Proposals, and submit to Commissioners for approval.
- Monitor spending to assure proper fiscal control.
- Monitor contractors/sub-grantees to ensure they are meeting contract requirements.
- Participate in audits of the contract/grant program(s).
- Maintain current knowledge of contract rules and regulations. Implements program improvements.
- Analyze issues and provides recommendations.
- Monitor timelines of the contract/grant and needs of the agency/department.
- Maintain filing system, either electronic or manual for project/program.
- Work with State and Federal employees to ensure mutually beneficial terms and a common understanding of responsibilities.
- Research and compile information for grant-related reports and applications.

## **Daily, Monthly, Quarterly and Annual Tasks**

### **Daily:**

- Prepare agenda item cover sheets for grant related items of contracts, budgets, and new grant application submissions.
- Oversee and direct the daily activities of the Grants Specialist.
- Review and approve payment of grant vouchers.
- Monitor the updating of the individual grant ledgers and the Albany County Grants Portfolio.
- Monitor expenditures, revenues and balances of individual grants (approximately 130-160)
- Review grant agreements and recommend to County Attorney and funders of changes if necessary.
- Place grant-related items on the Commissioner's agenda.
- Attend Commissioner pre-agenda meetings and agenda meetings if grant-related items are to be discussed. .
- Attend annual budget meetings and make the budget presentation.
- Prepare and/or monitor the preparation of grant applications for county projects or outside Albany County agencies.
- Submit and/or monitor the submission of grant applications for county projects or outside Albany County agencies.
- Be the lead communicator with funders.
- Monitor implementation of grant-funded projects with county departments and outside agencies. In rare circumstances projects may have to be implemented from the Grants Office.
- Monitor grants department budget.
- Recommend and approve all grant department budget.
- File or oversee all grant files.

### **Monthly and Quarterly:**

- Oversee the preparation and submission of any required monthly/quarterly financial, performance and final reports for grants.

### **Annually**

- Prepare the grants department, and grants match budget, expenditures and revenues.
- Prepare or monitor preparation of Schedule of Assistance of Federal Awards and the Schedule of Grant Deferral of Revenues and Expenditures.
- Send the Albany County Audit reports to federal or state funders.
- Instruct or facilitate the instruction of Grant Writing Proposal basics and Grants Management and Compliance for county employees and outside agencies or the general public.
- Update Albany County Grants Management Policies and Procedures Handbook.

## **Qualifications/Requirements:**

### **Knowledge of:**

- Budget operations and management.
- Grants and contracts regulations, policies and procedures, i.e. Davis Bacon, EPLS, etc.
- Grant writing essentials and sources of funders.
- Grants management fundamentals
- Principles and procedure of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, proofreading, and punctuation.
- Funder/s agency policies and procedures.
- Microsoft Office Software.
- Internet based reporting applications.

### **Skills to:**

- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to plan and organize work to meet schedules and deadlines.

### **Ability to:**

- Lead and direct the operations of the Albany County Grants Office.
- Advise elected officials, department heads and staff of appropriate grants management policies and procedures for federal, state and foundation grants that Albany County has been awarded.

## **Education/Training/Experience**

**Education:** Bachelor's Degree in Business or related field.

**Experience:** 4-7 Years of progressive work experience in the field of Grant Writing and Grants Compliance and Management.

Certificates, Licenses, Registrations Required: Valid Wyoming Driver's License.