



GRANT COORDINATOR

Department: Multiple
Job Class #: 167200
Pay Range: Professional 05

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is professional grant program development work. An employee in this classification is responsible for grant research, monitoring and documenting grant applications, developing and writing reports and identifying efficiency improvements.

ESSENTIAL FUNCTIONS

- Develop and implement grant programs and serve as coordinator for all grant applications.
- Serve as coordinator for department/division specific programs, ensuring timely and accurate grant information.
- Provide reports and statistics.
- Research, identify, analyze and make recommendations regarding grant sources including identifying associated grant restrictions and conditions Assist with determining grant application priorities.
- Maintain and track grant requests and reporting requirements.
- Coordinate the development of grant applications by establishing expectations, timelines, outlining tasks, assignments, and deadlines.
- Facilitate timely communications with grantor and program leadership; collect grant submission materials, review and revise and submit grants.
- Prepare and process correspondence presentation materials, and other related grant documents. May present information to County Officials, departments, and external entities, and the general public.
- Monitor the status of grants through the approval process.
- Monitor grant reporting requirements.
- Maintain contact with and develop working relationships with state, federal and local grantor sources.
- Maintain grantor database and files.
- Assist project managers and fiscal office with timely contract, progress reporting, and reimbursement billings.
- Maintain comprehensive knowledge of particular areas involved in identifying, soliciting and evaluating grants; collaborate with internal and external stakeholders.
- Interpret local, state and federal laws, regulations and guidelines.
- Stay abreast of various legislative changes. May represent the Department at internal and external meetings.
- Effectively persuade, inform, educate, train, solicit information, motivate, and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.

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- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evening, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.
- May provide staff support to advisory boards.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and accomplish work independently after objectives, priorities and deadlines have been defined.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Grant Coordinator works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Continuous quality improvement practices.
- Project management and collaboration software and tools..
- Current strategic planning, project management and communication trends and methods.
- Grant management principles and practices.
- Research methodology, data collection, analysis and reporting.
- Trends, regulations and developments in assigned program areas.
- General office practices and procedures,.
- Applicable federal, state and local laws, rules, regulations and policies
- Division projects, priorities, and existing funding.

Skills in:

- Effective oral and written communication and interpersonal skills..
- Managing projects.

Ability to:

- Use independent judgement and effective decision-making. Research, solicit and obtain program funding from a variety of sources.
- Represent the County in a positive, professional manner.
- Ability to draft ordinances and resolutions to support grant applications.

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- Read interpret, apply, and explain rules, regulations, policies, and procedures.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Work independently.

RECRUITING REQUIREMENTS

- A Bachelor's degree in business administration or public administration and
- Two years of grant coordination experience is required.
- Project management experience is highly desired.
- Positions in specific program areas may require program-related experience, education and/or training.
- An equivalent combination of experience and education that clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements on a year for year basis.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license or the ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete all required background investigations.