

## OFFICE OF THE DISTRICT ATTORNEY



District Attorney  
Tenth Judicial Circuit

Job Title: **Grant Administrator**

Pay Schedule: **Semi-monthly arrears**

Salary: Comensurate with Experience

Type: **State Employee**

Class: **At Will**

### **Job Summary:**

The Grants Administrator is responsible for the oversight, management, and coordination of all grant program activities for the agency. The Grant Administrator will ensure that the agency's grant-management and related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.

### **Essential Functions:**

The Grant Administrator will have the following duties and responsibilities:

Conduct research to identify potential grants and other funding opportunities from local, state, and federal government agencies. Develop and submit accurate comprehensive grant proposals, with all required documentation and supporting materials, in a timely manner; monitor the progress of submitted grant applications, and any relevant deadlines; keep and maintain accurate records of all grant applications and submissions and outcomes; collaborate with Grants Program Manager and other program staff throughout the process to ensure compliance with grant requirements and reporting obligations; gather, analyze, track, and report on financial and programmatic, in collaboration with the Grants Program Manager, activity as required by the agency and each funding organization; ensure that the agency is in compliance with all mandated grant financial rules, regulations and contracts; create and/or revise agency policies and regulations, as needed; develop and manage all grant budgets, including monitoring expenditures and preparing financial reports; any other duties as assigned by Chief Administrator.

**Supervision Exercised:**

None.

**Work Environment:**

Work is generally performed in an office setting or meeting room and exposes employee to everyday risks or discomforts which require normal safety precautions.

**Physical Demands:**

Work is generally sedentary, however, walking, standing, bending, and carrying items weighing less than 15 pounds is required.

**Knowledge-Skills:**

Superior written communication skills; strong oral communication skills; strong organizational and project management skills; knowledge of basic grant writing principles; knowledge of budgetary principles and procedures; knowledge of federal and state guidelines regarding grant applications, implementation, and reporting; knowledge of federal grant reporting rules and requirements; knowledge of procedures and processes for preparing requests for proposals. (RFP's); knowledge of techniques involved in gathering, compiling, and reporting information about programs, projects, policies, and outcomes; knowledge of traditional financial statements, such as balance sheets, statement of cash flows, etc.; ability to take initiative and manage projects through completion with minimal supervision; ability to anticipate challenges and effectively resolve potential issues through creative problem solving; skill in organizing information quickly and easily; proven analytical skills translating data into information; excellent database management and reporting skills.

**Reports to:**

Jefferson County District Attorney or Designee

**License/Certification Required:**

Valid driver's license.

**Qualifications:**

- Bachelor's degree in relevant topic (such as Business, Grant Administration, or related field (e.g., Accounting, Finance, Management, Government))
- Experience researching, developing, writing, and submitting grant proposals.
- Excellent written and verbal communication skills, with the ability to articulate complex ideas and concepts in a clear and compelling manner.
- Experience with grant administration and compliance.
- Experience with expense tracking and cost allocation.
- Experience reviewing the Federal Office of Management and Budget Circulars.
- Detail-oriented and highly organized.
- Experience with federal awards for government entities.

No felony convictions. No misdemeanor convictions related to victimization, abuse, or moral turpitude (e.g., domestic violence, child abuse, elder abuse, animal abuse, theft, assault). No felony convictions. No misdemeanor convictions related to victimization, abuse, or moral turpitude (e.g., domestic violence, child abuse, elder abuse, animal abuse, theft, assault).

*This is a summary of typical or representative duties and responsibilities inherent in the job and is not intended to be inclusive of all duties, responsibilities, and tasks performed by an employee.*