



## CLASS SPECIFICATION

Class Code: 0169  
Date Est: 07/1999  
Last Rev: 04/2019  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### COUNTY GRANTS ADMINISTRATOR

#### **DEFINITION**

Under administrative direction, manages the County-wide grant program for Washoe County; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Graduation from an accredited college or university with a bachelor's degree in public administration, business administration or closely related field AND seven years of full-time professional business or financial management experience with includes a minimum of four years of full-time experience in grant administration of federal or state grants; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATES**

A valid driver's license is required at the time of appointment.

Certified Grants Management Specialist (CGMS) certification is required within 18 months of date of hire.

#### **SUPERVISION EXERCISED**

May exercise direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the functions and day-to-day activities of the County-wide grants program to ensure grant compliance with federal and state laws and regulations, and Washoe County Code, all while providing maximum service delivery to employees and departments.

Develop and implement strategies for continuous improvement of County-wide grants management, and increased grant funding.

Research and maintain current information on available federal, state, local and private funding sources and their compliance requirements; identify grant funding needs and potential funding sources to maximize funding opportunities; write grant applications that maximize regional impact; disseminate information to user departments to increase the County's opportunity for funding.

Develop and maintain written policies and procedures for compliance with federal grants management regulations; and user manuals, guidelines and other documentation related to eGrant systems; grant seeking, and grant proposal development.

Conduct periodic training needs assessment, to identify current and future grant training needs, and develop strategies to enhance effectiveness of county grants management. Develop customized training classes including the development of curriculum, producing materials for class exercises, and arranging for external speakers with technical expertise to provide training on topics identified by needs assessments. Conduct training classes and establish time frames to update and maintain employee knowledge, skills and abilities.

Implement and maintain ongoing software upgrades for project tracking systems to ensure the timely preparation of grant applications and implementation of grant requirements; provide departments with assistance in the implementation of grant funded projects.

Provide fiscal guidance, technical assistance and training to County departments in the preparation of grant applications and in the development and implementation of proper procedures to ensure grant compliance and accountability systems.

Compile and analyze data and complete written reports regarding grant funded programs and projects; present reports to appropriate agencies, organizations and governing bodies.

Develop and manage assigned budgets, project and justify program needs for training, travel, supplies and staffing.

Conduct and facilitate complex and diverse grant-related projects including long-term projects requiring advanced research and analytical skills; develop action plans and communications strategies in order to meet program goals and objectives and foster positive change management.

Represent the County as a participant or regional leader at meetings with community representatives and non-profit agencies; develop performance-based subrecipient agreements with agencies receiving subgrant awards, or grants of County funds and monitor award compliance; develop performance based agreements for contractors, and administer contracts.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Policies, practice and procedures of Washoe County including the Board of County Commissioners and other governing bodies.

Organizational structure of Washoe County as it relates to programs, activities and functions funded with grants.

Washoe County's budgeting methodologies.

Washoe County's information systems and software used in the assigned area.

Washoe County Code, state and federal laws and regulations relating to grants.

County operations and the services provided to the community.

Project management methodologies and reporting requirements.

### **Ability to:**

Effectively manage multiple grant projects in various stages of progress.

Make administrative/procedural decisions and judgments.

Provide technical advice and information in area of expertise.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**

Principles and practices of preparing grant applications and grants administration.

Principles and practices of program planning and evaluation.

Basic principles and practices of public administration.

Procurement regulations and practices for federal funds.

Subgrant award and monitoring regulations and practices for federal funds.

**Ability to:**

Interpret and apply relevant statutes, code, laws and policies pertaining to local, state and federal grants.

Write persuasive grant proposals that effectively meet the requirements of a sponsor's request for application.

Work independently and exercise sound judgement.

Make effective oral and visual presentations to individuals and groups.

Prepare grant budgets and monitor expenditures.

Formulate goals, objectives, strategies and action plans.

Develop and maintain effective, collaborative and productive working relationships with those contacted during the course of work including elected and appointed officials, County staff, citizen groups and advisory boards, and the general public.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Must be able and willing to attend evening meetings, and work occasional weekends.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*