

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Director of Grants Administration and Government Relations
Class: Official/Administrator
Department: County Manager's Office
FLSA: Exempt
Created: March 2022

This job description supersedes any prior description for the Director of Grants Administration and Government Relations classification.

GENERAL DESCRIPTION

Highly responsible administrative work in directing the County's grant administration and governmental relations activities. Exercises independent judgment and initiative based upon federal and state statutes and regulations, County policies, grant requirements, and the County budget. Supervision is received from County Manager. Work is reviewed by analysis of projects accomplished and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Develops, implements and enforces policies and procedures related to grant administration and governmental relations activities

Provides training for departments to provide information and instruction on grant administration procedures

Works with Department Directors to apply for grants, submits grant application requests to the Board of Commissioners

Serves as the grant subject matter expert and ensures compliance with all Federal, state, local, and grant regulations

Oversees both the pre-award and post-award activity for assigned grant funding, including contracting and reporting

Tracks and reports grant activity through the life cycle of the grant

Monitors all expenses, verifies availability of funds and allowable expenses as dictated by grant guidance

Prepares status reports for the County Manager and the Board of Commissioners

Grant Subrecipient Duties:

- Manages subrecipient grant application and award process including the tracking and reporting of success metrics
- Trains and aid all subrecipients to assist in proper management of grant funding
- Provides comprehensive monitoring of subrecipients

Completes and submits required grant reporting to grantor

Works with Finance staff to review reimbursement requests and track fund disbursement

Maintains grant-related reference resources including funder research files, grant application_deadlines, grant reporting schedules, and other information as needed

Other Job Functions

Attends and participates in professional group meetings; maintains awareness of new trends and developments in grant administration and governmental relations

Performs all administrative tasks related to the position (does not supervise other personnel)

Performs other duties as required

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of state, federal, and policy regulations related to the grant administration and governmental relations that apply to County government.
- Thorough knowledge of the legal aspects of grants.
- Thorough knowledge of the principles and practices of grant administration,
- Ability to use discretion and independent judgment to research grant opportunities.
- Ability to listen to Department Directors, understand their grant needs, and when necessary effectively translate those needs into a well written and technically accurate grant application.
- Skilled in establishing and maintaining effective working relationships with County officials, fellow employees, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform own administrative tasks, including creation of detailed tracking spreadsheets, creation of memorandums, answering and returning phone calls and emails.
- Skilled in time management and organization.
- Ability to follow-through.
- Ability to effectively present information to County administration and the County Board of Commissioners.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

1. Master's Degree in Public Administration, Business Administration, Technical Writing, or a closely-related field and 2 years of grant work experience (preferably in NC local government), or

2. Bachelor's Degree in Public Administration, Business Administration, Technical Writing, or a closely-related field and 4 years of grant administration work experience (preferably in NC local government), or
3. Associate's Degree in Public Administration, Business Administration, Technical Writing, or a closely-related field and 6 years of grant administration work experience (preferably in NC local government), or
4. An equivalent combination of certification, education and experience.

**This job description does not create an employment contract,
implied or otherwise.**