

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Grant Writer
Department: County Manager's Office
Revised : August 2015

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Grant Writer classification.

GENERAL DESCRIPTION

Highly responsible professional level work involving considerable independent judgment in developing grant applications, identifying funding opportunities, and monitoring grants and compliance. Work is performed independently under the general supervision of the County Manager and is evaluated by observation 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.)

Responsible for planning, researching, organizing, applying for, and administering grants for the County.

Assumes primary accountability for grant research, proposal development, grant applications, and funding reports for all County grants.

Develops and maintains strategies to demonstrate annual achievement of generating revenue from successfully pursued and awarded grants.

Prepares and submits all documentation and reports required by funding agencies.

Manages awarded grant programs and funds; and monitors compliance with award requirements and applicable regulations.

Monitors compliance with award requirements and applicable regulations.

Advises county officials and department directors on matters concerning grants.

Attends meetings as a representative on behalf of the County, which may require travel and operation of a county vehicle.

Maintain effective communication with the public, government officials, and private agencies involving the grant process.

Serves as liaison between County and external agencies.

Prepares various monthly, quarterly, and annual reports.

Exercises discretion and independent judgment in making recommendations and decisions.

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OTHER JOB FUNCTIONS

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge in researching and data analysis for the purpose of planning, implementing, and completing grants.

Considerable knowledge of Federal, State, and Local laws, rules and regulations pertaining to grants.

Considerable knowledge of office techniques, practices and procedures.

Considerable skill in using computers and applicable software.

Considerable skill in grant writing and assembling information to meet grant requirements.

Ability to handle several projects at once under tight deadlines.

Ability to identify and seek funding opportunities through initiative and research.

Ability to present ideas effectively, both orally and in writing.

Ability to prepare related reports and recommendations.

Ability to establish and maintain effective working relationships with the public, county officials and department directors, and outside funding agencies.

Ability to exercise sound judgment and discretion in making decisions.

Ability to plan and organize work flow and to coordinate activities.

Ability to work independently with minimum supervision.

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 10 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in English, Journalism, or related field and three to five years of professional writing or grant writing experience. Master's Degree preferred.

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