



COUNTY OF NYE

CLASS TITLE: GRANT ADMINISTRATOR

BASIC FUNCTION:

Under general direction of the Comptroller or designee, performs complex and sensitive administrative, organizational, systems, budgetary and related analyses on grants. Administers grants and financial assistance awards; responsible for the implementation, evaluation, review, preparation and completion of complex grant related activities; to include: acquisition of standardized or specialized materials, supplies, services and/or equipment, analyzes and develops technical specifications.

REPRESENTATIVE DUTIES

(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).

1. Provides complex and sensitive management and programmatic support to the County Manager, Board of Commissioners and/or a major department.
2. Responsible for identifying and pursuing potential federal, state, and local grant funding sources for the purpose of maintain or enhancing services and programs; researches and maintains current information on available grant funding sources and their respective compliance requirements; provide current information to user departments to maximize the County's opportunity for funding.
3. Performs specific County management support activities such as coordinating and preparing Board agenda items, conducting studies and preparing responses for Commissioner-generated requests, generating grant program and policy recommendations for Board approval., prepare and present formal recommendation to the Board of County Commissioners.
4. Confers with and represents the department and the County in meetings with staff from other departments, representatives of governmental, community, business, professional and public agencies and the public.
5. Provides liaison and staff support to a variety of committees and commissions.
6. Monitors and controls expenditures against available funds for grant projects. Prepares monthly/quarterly and close-out grant reports.
7. Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials.
8. Collaborate with appropriate departments in developing scope for grant related procurement processes.
9. Prepares and processes grant applications; monitors activities and ensures that all programmatic and reporting requirements are met.
10. Develop and implement project tracking systems to ensure the timely implementation of grant requirements; provide departments with assistance in the

implementation and execution of grant funded projects; and monitor the implementation and execution of grants.

11. Prepares financial statements and compiles other budget and financial information to assist the outside auditor in researching, compiling, and interpreting data for the annual single audit report.
12. Researches and complies with applicable statutory, regulatory and contractual grant requirements.
13. Monitors construction grants for compliance with labor standards, bidding procedures, pre-bid conferences, bidder eligibility, pre-construction conference and other applicable laws and regulations.
14. May assist Comptroller or designee in compiling grant related budget information returned from department heads and elected officials for review; dissemination of information and making presentations to the County Manager, and the County Commissioners.
15. Prepares monthly/quarterly and close-out grant reports.

QUALIFICATIONS

Knowledge of:

Countywide budgeting, accounting, and finance methods; principles and practices of public administration; including goal setting and program development, implementation and evaluation; principles and practices of budget development and administration; project management and analytical techniques; grant funding policies, regulations, and procedures and applicable local, state and federal regulations; grant research and analysis; grant administration; computer applications related to the work; standard office practices and procedures, including filing and the operation of standards office equipment; records management principles and practices; correct business English, including spelling, grammar and punctuation..

Skill in:

Developing and implementing departmental and countywide goals, objectives, policies, procedures and standards; explaining and training others in grant-related policies and procedures; developing effective work teams and motivating departments to meet grant related goals and objectives; and analyzing, evaluating, interpreting, applying and explaining relevant federal, state, and local laws and regulations.

Ability to:

Interpret and analyze policies, procedures, regulations and laws; prepare clear and concise reports and make effective presentations; coordinate multiple projects and deadlines; evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications; read and comprehend technical research materials and federal/state regulations pertaining to grants; maintain accurate records (including accounts maintenance); write narrative reports, promotional materials, and technical documents; and communicate effectively orally and in writing to various levels within the organization and with outside agencies.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Bachelor's degree from an accredited college or university in accounting, public administration, business administration, economics, or closely related field; program/performance review and project administration; public and community relations; and a minimum of three (3) years of increasingly responsible full-time professional experience in financial management for a public agency; or equivalent combination of related education and experience.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Coordinates work assignments of support staff as assigned. May serve as a project team leader.

CONTACTS:

Co-workers; department heads and personnel; elected officials; County Manager and Board of Commissioners; town staff members; various federal, state and local agency officials/staff members; outside vendors and consultants; and the general public.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Coordination and vision to use keyboard and video display terminal sometimes for prolonged periods. Strength, dexterity and coordination to handle files and various documents. Occasional lifting of items weight up to 25 pounds such as files, stacks of paper, and other materials. Endurance and vision to drive for extended periods of time throughout the county and state.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Normal office environment; limited exposure to dust, fumes, odors or noise; regular travel within the county and state. Occasional evening meetings. Work evenings and/or weekends at certain times of the year.