



# COUNTY OF NYE

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## CLASS TITLE: CONTRACT AND GRANTS MANAGER

### BASIC FUNCTION:

Under direction of the Comptroller or designee, performs complex and sensitive administrative, organizational, systems, budgetary and related analyses on grants for a major department, County Manager and/or Board of Commissioners; administers grants and financial assistance awards; responsible for the implementation, evaluation, review, preparation and completion of complex professional procurement and contract development activities for all County departments; to include: acquisition of standardized or specialized materials, supplies, services and/or equipment, analyzes and develops technical specifications.

### REPRESENTATIVE DUTIES *(The following is used as a partial description and is not restrictive as to duties required):*

1. Provides complex and sensitive management and programmatic support to the County Manager, Board of Commissioners and/or a major department.
2. Oversees all daily activities relative to the procurement of goods and services for all County departments; ensure compliance with all County and state purchasing ordinances and confirmation of available funding to secure requisitioned items.
3. Oversee administration of all formal and informal bid processes for a variety of County projects (including public works and construction projects) by assisting with or reviewing the preparation of bid documents, including terms, conditions, specifications and delivery limitation for products or services.
4. Oversees administration and coordination of all activities involving advertising for bids or proposals, opening submitted bids in a public forum; evaluation of submittal by vendors and preparation of recommendation of award to the Comptroller and/or County Manager. Prepare and present formal recommendation to the Board of County Commissioners.
5. Reviews and approves detailed bids, formal contracts, bonds, insurance certificates and recommendations developed by subordinate or other technical staff to confirm accuracy and plausibility of terms, conditions and specifications, coordinate public bid openings for formal bid advertisements.
6. 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, and representing the County, the

department head and others as specified.

7. 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.
8. Provides liaison and staff support to a variety of committees and commissions.
9. Monitors and controls expenditures against available funds.
10. Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials.
11. Identify potential federal, state, and local funding sources, to maximize funding opportunities available to the County.
12. Oversees the development of request for proposal requests (RFP); prepares and processes grant applications; monitors activities and ensures that all programmatic and reporting requirements are met.
13. Research and maintain current information on available federal, state, and local funding sources and their respective compliance requirements; provide current information to user departments to maximize the County's opportunity for funding.
14. 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; monitor the implementation of grant funded projects located throughout the County.
15. Develop and implement project tracking systems to ensure the timely implementation of grant requirements; provide departments with assistance in the implementation of grant funded projects.
16. 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.
17. Researches and complies with applicable statutory, regulatory and contractual grant requirements.
18. Monitors construction grants for compliance with labor standards, bidding procedures, pre-bid conferences, bidder eligibility, pre-construction conference and other applicable laws and regulations.
19. May assist Comptroller or designee in compiling budget information returned from department heads and elected officials for review; dissemination of information and making presentations to the County Manager, County Commissioners, and the State Department of Taxation. May assist in preparation of budget documents for county and towns; calculate revenue estimates for county, town and special districts; and compile budget status report to demonstrate current and projected condition of comprehensive county budget.

20. Prepares monthly/quarterly and close-out grant reports.
21. Supervises and directs the daily activities of staff; prioritizes and reviews the work to assure the work quality and the timely accomplishment of assigned duties and responsibilities; counsels employees concerning performance improvement/development, coaches and instructs employees, provides training and coordinates other training programs for staff; assists with the hiring, promoting of staff, and preparing and completing performance evaluations.

## **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 individuals to meet 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 more 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 EFFORT:**

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.

**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.