



<b>WORKING TITLE:</b> GRANTS MGR- ADMIN ASST to ASD	<b>CLASSIFICATION:</b> 9
<b>DEPARTMENT:</b> ADMIN- GRANTS	<b>DIVISION:</b> COURTHOUSE WAGE SCALE
<b>PAY RANGE:</b> See Wage Scale	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> See attached	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> FEBRUARY 2022

### **JOB DESCRIPTION**

#### **GENERAL STATEMENT OF DUTIES:**

Works with County Administrator's office to write and manage grants and projects in support of County programs. Performs advanced technical and professional level management support functions including data analysis, data collection, recordkeeping, and representation of county interests before diverse groups. Prepares studies on complex management issues, develops policies, and prepares reports. May work with a variety of departments in providing technical management assistance. Works with County Administrator during the budget process and monthly grant management processes. Backup workflow with accounts payable, payroll or other duties as assigned.

#### **SUPERVISION RECEIVED:**

Works under the supervision of the County Administrator.

#### **SUPERVISION EXERCISED:**

May supervise clerical support employees, volunteers, interns and/or lower-level analysts.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Actively assists in generating revenues for agency programs and services through timely submission of well-researched, well-written and well-documented fund-raising proposals.
- Identifies funding opportunities and new program areas to match organizational priorities, using research tools.
- Compiles, writes, edits and manages all grant applications.
- Supports special projects as needed.
- Prepares management and/or special reports.
- Manages projects, as assigned.
- Performs other duties as assigned.

### **JOB SPECIFICATIONS**

#### **KNOWLEDGE OF:**

- Fundraising information sources.
- Project and workflow management.

- Confidentiality rules, especially those specific to the HR function.
- State rules and regulations regarding procuring and securing funding.
- Related document retention schedules.

**SKILL IN:**

- Organizing materials and documents.
- Developing and maintaining professional relationships.
- Communicating orally and in writing, including demonstrated skill in reading and interpreting documents, writing reports, and speaking effectively to individuals and groups.
- Basic Mathematics, sufficient to perform simple calculations.
- Researching and interpreting data., charts graphs, ratios and percentages.
- Managing projects.
- Analyzing and solving problems connected to a project.
- Adapting to change.

**ABILITY TO:**

- Display high degree of judgement, discretion, and confidentiality.
- Interact effectively with persons in difficult and stressful situations.
- Maintain cooperative professional relationships with customers, peers, supervisors, managers, the community, and project a professional image through in-person and telephone interaction.
- Perform administrative tasks via electronic systems.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, Outlook and Publisher.
- Collect data and create documents to support data findings.
- Manage multiple priorities and work accurately and independently in a fast-paced environment with limited supervision. Handle variation in workload and subject matter.
- Meet deadlines.
- Operate and succeed within a team.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from a four-year college with emphasis in business, finance or public administration plus at least two years' experience in writing grants and managing projects. Or 5 years job experience.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the State of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070

Depending upon assignment, candidates may be required to pass a criminal background check.

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typically that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*

I have read and understand the above job description.

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Employee Signature

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Date: