



Grant Writer

Class Code:
A610

HERNANDO COUNTY, FLORIDA BOCC

Established Date: Jul 14, 2021

Revision Date: Jan 6, 2023

SALARY RANGE

\$26.56 - \$43.03 Hourly
\$2,125.10 - \$3,442.40 Biweekly
\$55,252.50 - \$89,502.40 Annually

CLASS CONCEPT:

The purpose of the position is to write, monitor, and ensure compliance with State, Federal, and local grants awarded with specific requirements contained in Federal, State and Local grants awarded to the County. Responsibility includes financial and programmatic grant monitoring including all phases of pre-award, award, and closeout.

EXAMPLES OF DUTIES:

- Performs specialized work researching grants opportunities to support County programs and projects.
- Develops documentation to support efforts to obtain funding, prepares grants applications, monitors projects, provides technical assistance, assists with compliance of grants.
- Plans, coordinates, and directs activities related to process improvements, organizational performance measurements, and other projects.
- Establishes and maintains processes and procedures to identify and assess grant programs, analyzes funding opportunities, and collaborates with and leverages community partners and other governmental agencies.
- Coordinates with Financial Services, State and Federal granting agencies to ensure grant accounting and financial reporting is consistent with governmental accounting standards.
- Analyzes data to determine project/grant program effectiveness and to facilitate implementing project adjustments; reviews and acts on management, administrative and operational issues; monitors compliance with project/grant requirements.
- Creates, manages, and directs use of a centralized grants management, tracking and reporting system to provide information and underlying detail to the Board of County Commissioners, County Administrator and County departments and agencies in order to monitor grant applications, draw-downs, reporting and performance activities for all grant programs managed under the Board.
- Provides direction in the establishment of grant oversight/monitoring programs that provides support and guidance to department's financial and program staffs in the management of grant programs to ensure controls and systems are in place to assure compliance with applicable statutes, regulations, policies, procedures and contracts.
- Oversees and works with staff in various departments to ensure programs are implemented in the most efficient and effective method for proper data collection, accurate and timely reporting and to ensure delivery of required outcomes.
- Acts as the County's liaison and coordinates with Senior Level Management, Chief Procurement officer, Grant Project Manager, Grant Project Administrator, County departments, and agencies and external agencies to ensure efficient flow of communication and services; includes site visits as necessary.
- Interprets and explains applicable grant and/or program regulations, requirements, and procedures. Provides periodic training to keep department staff current with requirements.
- Assist, coordinate and monitor programmatic compliance of grant programs to departments and consultants.
- Review all grant program closeout procedures for correctness, amendments, resolutions, budgets, year end adjustments and carry forward.
- Coordinate all activities involving cost allocation, from collecting and verifying of data to billing departments.
- Reviews bid documents for special and supplemental conditions that are required for the specific grant funds being used for the purchase.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.

TYPICAL QUALIFICATIONS:

Bachelor's Degree from an accredited four (4) year college or university is preferred. Associates degree in Business, Public Administration, Economics, Accounting or other related field with four (4) years of documented experience in grant compliance administration may be acceptable.

Two (2) years documented experience in grant compliance administration with a Bachelor's Degree is acceptable. A combination of education, training and experience may be substituted at the County's discretion.

SUPPLEMENTAL INFORMATION:

- Knowledge of current government and grant budget principles, practices and accounting and reporting procedures, generally accepted accounting principles (GAAP).
- Knowledge of the functions, organization and administration of federal, state and local governmental organizations.
- Knowledge of Grant statutes, regulations, rules and compliance requirements.
- Knowledge of grant management automated applications and programs, their use in capturing and managing information and in reporting and the development of real-time dashboards and compliance programs.
- Ability to analyze a variety of grant problems, to make sound recommendations as to their solutions and to prepare working procedures.
- Ability to communicate effectively both orally and in writing to influence actions/behaviors by staff in other departments, agencies and consultants.
- Ability to establish and maintain good working relationships with co-workers, user Departments, officials, and suppliers and have strong leadership skills and be able to work independently.