

POSITION VACANCY

APPLICATIONS WILL BE ACCEPTED FOR *IN-HOUSE APPLICANTS ONLY* BEGINNING DECEMBER 29, 2022 THROUGH JANUARY 2, 2023.

APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED BEGINNING JANUARY 3, 2023 THROUGH JANUARY 13, 2023 OR POSITION IS FILLED.

On-line: <https://www.co.wayne.in.us/web/jobs/index.php>

JOB TITLE: Grant Administrator, #10125

Date Posted:	December 29, 2022
Department:	Commissioners
Hours:	40 hrs./Exempt
Salary:	\$56,445.00/annual

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Grant Administrator for the Wayne County Commissioners, responsible for researching, developing, writing, monitoring, reporting, and implementing awarded projects, and auditing functions of grants for compliance as well as seeking out new grant opportunities for the County.

DUTIES:

Monitors new County grants, assuring compliance with granting agency requirements, including but not limited to, tracking appropriations, monitoring drawdowns for appropriate amount and time, and verifying use of grant funds. Collaborates with State and local officials such as State Board of Accounts, County Commissioners, and County Council when programs are not in compliance with granting agency requirements.

Gathers and prepares all necessary documentation to complete annual Schedule of Federal Expenditures and Awards (SEFA) for annual County audit. Gathers and prepares data for report disclosures to granting agencies. Assists grantee departments and/or executes close-out procedures for grant programs being terminated.

Provides information and instructions to grantee department officials regarding granting agency requirements for administration of funded programs, including recordkeeping, reporting, and financial accounting requirements as needed for State Board of Accounts and federal grant audits.

Maintains records of existing grants and assists departments in gathering and preparing reliable data for report disclosure to granting agency and other parties. Maintains records on all County grants according to retention schedules.

Assists grantee department officials in preparing annual budget requests by responding to inquires and providing financial data and technical assistance regarding grant administration.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree from an accredited university in a related field with demonstrated ability in grant researching, writing, and administration.

Thorough knowledge of HELP goals and objectives with ability to develop long term plans, oversee implementation, and develop and coordinate several teams.

Thorough knowledge of and ability to make practical application of local government accounting principles and practices, and ability to make arithmetic calculations and maintain accurate, concise financial records.

Practical knowledge of grants and grant administration with ability to meet grant requirements, including collecting data and compiling reports.

Practical knowledge of standard office procedures, basic computer skills including data processing/spreadsheet/email, as well as Department-specific software/applications with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge and ability to understand and interpret various state and federal grant regulations, forms and guidelines, various technical materials, such as contracts and maps, and legal terminology.

Working knowledge of basic filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and reports.

Ability to properly operate a vehicle and a variety of standard office equipment, including computers, calculators, printers, copiers, fax machines, and other equipment as needed.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County and State departments, local officials, State Board of Accounts personnel, Indiana Department of Health personnel, representatives of state and federal agencies, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to prepare detailed reports, such as financial statements and activity reports.

Ability to compare or observe similarities and differences between data/people/things, perform arithmetic operations, analyze/compile/collate/evaluate data, and make data-driven decisions.

Ability to occasionally work extended hours and evenings and travel out of town for meetings, sometimes overnight.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent interprets and applies a variety of rules, regulations, policies, and procedures, which may be in conflict with one another, in assisting with and monitoring proper administration of various grant programs applicable to County services and monitoring grant expenditures from County budget. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives.

III. RESPONSIBILITY:

Incumbent's duties have a significant impact on overall departmental performance, with actions based on interpreting and recommending objectives, programs, and operations. Work assignments are generally planned in advance and unusual problems are anticipated in terms of departmental policies. Work is reviewed for appropriate supervision or direction of assigned operations, effect on Department goals/objectives, and compliance with Department policy and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County and State departments, local officials, State Board of Accounts personnel, Indiana Department of Health personnel, representatives of state and federal agencies, and the public for the purpose of exchanging information, rendering service, negotiating solutions, and providing instruction and mentoring.

Incumbent reports directly to the Director of Facilities & Development.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, driving, lifting/carrying objects weighing under 25 pounds, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly.

Incumbent occasionally works extended hours and evenings and travels out of town for meetings, sometimes overnight.

**APPLY AT: Human Resources Office
Wayne County Government
401 West Main Street,
Richmond, IN 47374**

On-Line: <https://www.co.wayne.in.us/web/jobs/index.php>

Wayne County is an Equal Opportunity Employer