



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Grants Administrator

**FLSA:** E

**SERVICE:** Unclassified

**REVISED:** 4/08/09

**Summary:** Under general direction, performs administrative work of considerable difficulty in researching and identifying funding for programs and activities, writing and submitting proposals/grant applications; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Researches and locates funding sources and grants and submits applications/proposals to appropriate funding agencies.
- Develops, prepares, negotiates and monitors federal, state and local grant applications and proposals in accordance with applicable standards, regulations and guidelines.
- Works with other communities, agencies and organizations in preparing grant applications and administering grants.
- Coordinates and supervises the auditing, monitoring and scheduling of financial and other reports for grant-funded projects.
- Interprets and implements management policies and operating practices pertaining to grants administration.
- Develops and maintains information about funding sources and reporting deadlines.
- Coordinates and participates in meetings related to grant needs and applications.

### Knowledge and Skills:

- Knowledge of grants availability, application and administration process.
- Knowledge of County government operation and organization
- Knowledge of accounting principles, practices and methods.
- Knowledge of specialized grant fund reporting requirements and procedures.
- Knowledge of financial record keeping
  
- Skill in analyzing and compiling technical information.
- Skill in preparing grants, technical reports and proposals.
- Skill in developing, writing and implementing strategic plans and providing necessary documentation to support grant requirements.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### DESIRABLE QUALIFICATIONS:

Bachelor's Degree in Finance, Public or Business Administration, Economics, or related field; AND five years progressively responsible experience as a grant writer or administrator, previous experience in a government setting preferred OR an equivalent combination of education, training and experience.