Cache County

Job Description

**Title:** Grants Coordinator **Code:**

**Division:** Administration **Effective Date:**  02/20

**Department:** Finance **Last Revised:**  02/20

GENERAL PURPOSE

Performs administrative work of moderate difficulty in the maintenance, monitoring, and routine administration of grants, contracts, and special projects. Researches various federal, state, and local grant opportunities.

SUPERVISION RECEIVED

Works under the immediate supervision of the Senior Financial Analyst and the broad policy guidance and direction of the Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

• Provide federal and state grant administration, to include grant writing, reporting, reimbursement requests, and coding of expenditures.

• Collaborate with department managers and staff to pursue, monitor, and implement other grant funding opportunities.

• Work with Finance Department staff to ensure all grants are recorded properly by expenditure category, and that all grant monies are properly spent.

• Must have the ability to identify and provide solutions to administrative problems as well as the ability to study and interpret federal financial regulations (2 CFR 200).

• Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. A Bachelor’s Degree in Business Administration, Accounting, Public Administration, Grant Administration or a related field; AND

B. Two (2) years of experience with Federal and State grant administration.

C. Ability to communicate effectively and respectfully with managers and staff, the ability to express ideas clearly, both verbally and in writing.

2. Special Qualifications:

 None

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing are necessary to the performance of essential functions. Common eye, hand, finger dexterity required in performance of essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.