

# Fulton County, Georgia

## GRANTS/PROGRAM COORDINATOR (210044)

### **Purpose of Classification:**

The purpose of this classification is to perform administrative activities related to federal and state grants management and administration. Responsibilities include preparing and submitting financial reports, monitoring expenditures for grant compliance, and serving as a liaison to grant funding sources.

### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Monitor financial status of County grant awards: prepares/submits requests for reimbursements; monitors budget expenditures for grant compliance; prepares required financial reports and budget adjustments for grant awards; maintains accurate and complete grant files; and performs grant related special projects and audits.

Assists County officials in preparation of grant applications and proposals: prepares grant applications in accordance regulations, policies, and procedures; submits grants through appropriate web based and hardcopy processes; submits quarterly and annual progress reports;

Develops grant management policies and procedures: ensures that annual certifications, reports, other grant reports, and postings are performed as directed for grant compliance.

Manages and monitors capital procurements to ensure compliance with Federal, State and local requirements; performs and/or oversees procurement activities; ensures compliance with purchasing policies and procedures and grant regulations; issues requests for Proposal (RFP) and Invitation for Bid (IFB) for purchases as needed; and assists with contract preparation and purchases.

Reconciles bank statements, accounts receivable, and general ledger accounts: reconciles operating, grant, payroll, and flex bank account statements; and completes reconciliations of accounts receivable and general ledger accounts.

Performs special assignments as directed: organizes, coordinates and conducts special projects in support of Finance department operations; serves as a liaison to federal and state grant program administrators; and acts as liaison to consultants and vendors.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures; receives/reviews bank statements, Federal Register, quotes, reports and other documentation; prepares/completes

Requests for Proposals, financial statements, reconciliations, purchase orders, summary reports, contracts, grant reports, and other documents; processes, forwards, and/or retains as appropriate.

Prepares, manages, and monitors assigned program budget.

Establishes eligibility of panelists serving on the committee to evaluate requests for funds under assigned program.

Facilitates the preparation of programmatic and financial reports required by federal, state, and local non-profit agencies.

Consults with administrative officials and service providers concerning proposed and current funding of projects; serves as a County liaison to agencies providing grant funding.

### **Additional Functions:**

Performs other related duties as required.

## **Minimum Qualifications:**

Bachelor's Degree in business or public administration or a related field required; supplemented by three years of experience in public administration, grant preparation/administration or contract management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** None.

**Specific Knowledge, Skills, or Abilities:** Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

## **Performance Aptitudes:**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Interested inquiries should send their resumes to [da.employment@fultoncountyga.gov](mailto:da.employment@fultoncountyga.gov)