

Grant Writing Specialist

Grant Writing

Position

Reporting to the Grant Writing Director, this position is responsible for performing specialized duties related to the county's grant development functions.

Salary: \$36,340.00 to \$42,580.00 Annually/DOQ

Posting: Until Filled

Submit resume to Bartow County HR via email to cogginsm@bartowga.org or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

MAJOR DUTIES

- Researches and identifies grant funding opportunities in coordination with other county administrators.
- Assists in the development of grant proposals.
- Monitors progress of grant-funded projects.
- Completes grant management and administration activities.
- Prepares a variety of regular and special reports.
- Assists with community development/planning activities.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of grant research and development principles.
- Knowledge of grant fund management and principles.
- Knowledge of community and government needs.
- Knowledge of modern office principles and practices.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the preparation and review of a variety of correspondence.
- Skill in managing calendars and deadlines.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Grant Writing Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state granting agency guidelines, private granting agency guidelines, relevant state and federal laws, and county policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to perform specialized duties related to the county's grant writing operations. Success in this position contributes to the provision of funding for a variety of county and other local government activities.

CONTACTS

- Contacts are typically with co-workers, other county employees, employees of other local governments,

elected and appointed officials, representatives of state and federal agencies, contractors, architects, engineers, and members of the general public.

- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors at construction sites.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.