

FAIRFIELD COUNTY

JOB TITLE: GRANTS COORDINATOR

GENERAL STATEMENT OF JOB

Under general supervision, is responsible for researching sources of grant funds, assisting departments in the submission of grant applications, and performing a variety of research and accounting tasks for the Department of Finance. Reports to the Comptroller.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Performs research for state, federal, and private agency grant funding sources as well as sources for loans and technical assistance; provides coordination of special projects.

Monitors state and federal legislation which may affect grant funding sources.

Writes/prepares grant applications and proposals as well as other applications for aid for the County .

Responsible for control and maintenance of grants account functions in compliance with applicable rules and regulations. Prepares grant reconciliations.

Monitors budget activity of all grants and aid programs.

Communicates with the County Administrator and the Comptroller routinely regarding the progress of research, administrations of grants, and status of grants.

Conducts pre-construction conferences and bid openings for projects and conducts site visits of active projects.

Prepares contracts as required.

Maintains grants documents and files. Prepares all grants reports.

Corresponds with various individuals as required including County Administrator, Treasurer, Governor's Office personnel, contractors, clients, homeowners, Purchasing Director, Personnel Director, consulting firms, Tax Assessor's Office, etc.

Coordinates and presides over public meetings.

Attends workshops, meetings, and seminars as required.

Operates/utilizes a variety of types of office equipment including typewriter, calculator, computer, copier, and general office supplies.

ADDITIONAL JOB FUNCTIONS

Assists with receptionist duties when necessary.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

College Degree in accounting or business administration and three to five years of experience in accounting, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. .

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriter, calculator, copier, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking, standing, reaching, stooping, etc. for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards)

of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents, reports, and other materials. Requires the ability to prepare documents and reports such as grant applications, monthly/quarterly/annual reports, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, County Administrator, other County personnel, sales reps, etc., with poise, voice control, and confidence.

Intelligence: Has the ability to apply principles of rational systems such as accounting in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; apply algebraic principles; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles, practices and methods of accounting required by the Department of Finance as they pertain to the duties of the position. Is able to maintain complex records and files. Is able to communicate effectively both orally and in writing with various individuals and groups. Is able to analyze and process a wide variety of information. Is thoroughly familiar with rules and regulations relative to Federal, State and county grant requirements and is able to ensure compliance with same. Has the knowledge and ability to perform general office functions including typing, filing, copying, etc. Is able to retrieve and input information using computer and computer software. Has the verbal ability to prepare effective and accurate required reports and mathematical ability to handle required calculations accurately and quickly. Has excellent knowledge of the terminology utilized in the Department. Has the ability to work under stressful conditions related to meeting tight deadlines and communicating with sometimes angry citizens.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and

objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.