

**Employment Opportunity
Llano County Judge's Office
Grants Administrator
Hourly Rate \$24.03**

The Llano County Judge's office is accepting applications for a Grants Administrator. This is a full-time position under the direction of the Llano County Judge. This position is responsible for coordinating the development, administrative management, reporting and closeout of grants and other state and federal grants and/or recovery actions for Llano County. Will ensure that processing of documents, procedures and implementation of the grant process are executed professionally, efficiently and on schedule, and in a manner consistent with best practices.

Job Location: 801 Ford Street
Job open until filled

Back ground check is required

Benefits include: vacation, sick and holiday pay, retirement, health and dental insurance

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department at 1447 E. St. Hwy 71, Unit C, Llano, Texas 78643 or by email to lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Judge's office at 325-247-7730

Llano County is an Equal Opportunity Employer.

Llano County Human Resources
Posted 09/14/2021

Llano County Job Description

Job Title: Llano County Grants Administrator

Base: L18

FLSA: Exempt

Department: Llano County Judges Office

EEO: 01 Professional

Reports To: County Judge

Summary:

The Grants Administrator is responsible for coordinating the development, administrative management, reporting and closeout of grants and other state and federal grants or recovery actions for Llano County.

The Grants Administrator will ensure that Llano County's grant-making and related processes, documents, procedures and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.

Essential Functions:

- Responsible for researching and identifying state and federal grant opportunities, writing of grants and proposals for application, management and reporting of state and federal grants.
- Coordinates the solicitation of funding sources at state, national and local levels for identified county needs.
- Researches eligibility criteria of potential state and federal grant opportunities via internet, subscriptions, books, workshops, personal contacts, etc.
- Provides monthly and annual reports of funding opportunities, strategies, determination of eligibility and requirements to Commissioners Court.
- Responsible for the development and editing of written materials for court approved proposals
- Responsible for oversight of the development and submission process
- Matches potential grants to the appropriate county departments and programs
- Responsible for final package for submission
- Works with other county officials and department heads to develop project budget
- Responsible for monitoring funded activities
- Responsible for maintenance of files and records system on project applications, awards, reports and supporting documents
- Responsible for submission of required reports, including interim and final report as appropriate
- Responsible for management of CAREs Act and American Relief Act COVID related funds received by Llano County.
- Understand available investment strategies covering multiple areas of Llano County interest, including but not limited to public safety, government initiatives, economic development, education, healthcare, and unemployment

- Provide guidance in drafting comprehensive plans for spending federal funds to address both short-term and long-term objectives
- Analyze unmet needs and make recommendations for prioritizing funding
- Completes all required training and professional development sessions sponsored through Capital Area Council of Governments, (CAPCOG); Texas Division of Emergency Management, (TDEM), Federal Emergency Management Agency, (FEMA)

Other Responsibilities:

- Exercise day-to-day oversight and perform compliance analysis procedures of the program
- Understand internal control framework to prevent fraud, waste, and abuse
- Understand and assist in responding to state and federal oversight and monitoring activities

Knowledge, Skills and Abilities:

- Must be able to establish and maintain effective working relationships with elected officials, community leaders, and the public
- Knowledge of the Llano County Policies and Procedures
- Advanced skills in the use of office equipment, including computers, Microsoft Office, Word, Excel, Power Point, Outlook, Publisher
- Knowledge of basic math
- Strong knowledge and skill regarding the use of social media for library marketing and publicity purposes; maintain Llano County Library system website
- Excellent oral and written communication skills

Education Requirements:

- Minimum of 3-5 years in professional office setting is preferred
- Federal grant administration and compliance experience is a plus
- Superior verbal and written communication skills
- Bachelor's degree in business, accounting or finance a plus

Physical Demands and Work Environment:

- Ability to stoop, bend, walk and reach heights of six feet
- Manual dexterity to operate computer keyboard
- Ability to alternately sit, stand and or walk for extended periods of time
- Office environment setting with interaction with county officials
- Noise level low to moderate

This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

EMPLOYEE ACKNOWLEDGEMENT

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____, and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date