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| Missoula County Logo | **MISSOULA COUNTY****invites applications for the position of:****Grants Administrator** |

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| **SALARY:** | $24.59 - $29.67 Hourly, DOE |
| **DEPARTMENT:** | Community & Planning Services |
| **DIVISION:** | Grants & Community Programs |
| **OPENING DATE:** | 03/03/22 |
| **CLOSING DATE:** | 03/24/22 05:00 PM |
| **BARGAINING UNIT:** | MFPE-Federation of Missoula County Employees |
| **WORK SITE:** | Missoula County Community and Planning Services Department |
| **SCHEDULING/HOURS OF WORK:** | Full Time |
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| **TO APPLY:*** **Please complete all sections of the online application, even if a resume is submitted/requested.**
* **Please include with your completed application the following attachments: College transcripts (unofficial accepted), a letter of interest, and a resume.**
* **Incomplete applications will be disqualified.**
* **Complete job description available upon request to the Department of Human Resources.**

**DEFINITION:** Develops and administers grant programs and related contracts in assigned areas for the Community and Planning Services Department.  |
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| **REPRESENTATIVE EXAMPLES OF WORK:** Researches grant opportunities, solicits proposals, prepares and submits grant applications. Prepares forms and budgets, performs financial analysis for credit analysis or matching fund requirements, reviews, prepares and implements necessary documents for grant application and grant awards. Administers grants received by the local government including:  Receives and disburses funds; establishes and maintains accurate records; prepares periodic financial and performance reports; ensures compliance with all applicable rules and regulations; and monitors project/program progress. Prepares loan agreements; prepares requests for proposals, bid documents and conducts bid openings; conducts site inspections or program audits. Acts as the local government liaison to grantees and contract holders.   Prepares and manages contract agreements and establishes program parameters and performance standards. Conducts community needs assessments.  Conducts research, prepares analyses as needed, assists in the development of program and policy recommendations for the local government’s consideration. Coordinates or participates in special projects; Explores specific issues; responds to identified needs; proposes public policy; develops new programs; or enhances coordination of existing services. Participates in public forums and planning groups in order to examine issues, develop programs and plan services.  Facilitates meetings for the collaboration of a variety of interests. Provides education and technical assistance as needed to local government officials, outside agencies, community-based organizations and individual applicants seeking assistance. Assists with the preparation of program budgets as part of the local government budget and generation of accounting records with regard to grant programs. |
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| **MINIMUM QUALIFICATIONS:** Requires a Bachelor's degree in public administration, a social science, or other liberal arts field demanding excellent writing and analytic skills. Requires three years of experience with any combination of: proposal writing, research, budget management, community outreach, project development and management, and grants preparation and administration. Applicants with four or more years of the above described experience may be considered for a Grants Administrator III position. |
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| **PHYSICAL/ENVIRONMENTAL DEMANDS:** The work is commonly performed in an office setting.  Requires occasional light lifting (up to 20 lbs.). Requires occasional field site inspections involving walking over rough, uneven terrain.   Requires occasional out-of-town travel to attend meetings, conferences, and workshops. |

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| **APPLICATIONS MAY BE FILED ONLINE AT:https://www.governmentjobs.com/careers/missoulacounty/**200 W BroadwayMissoula, MT 59802406-258-4874gbrown@missoulacounty.us | Position #2022-00063GRANTS ADMINISTRATOR |