

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**20 GRANTS MANAGER – FISCAL/GRANTS**  
**\$52,338.59/yr. - 40hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 06/06/2024

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: GRANTS MANAGER**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct and manage the County's grant activities, including supervising staff, identifying funding opportunities, preparing grant proposals, monitoring grant compliance and providing technical and advisory support relating to grants and grant administration for County departments.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments and develops work schedules; monitors status of work in progress; inspects completed work; troubleshoots problem situations and provides technical expertise.

Coordinates countywide grant writing and grant programs; develops goals and objectives for grant programs and implements same; submits competitive federal, state and private/corporate foundation grant proposals on behalf of the County.

Plans and implements a program of identification, cultivation and solicitation for grants from private, corporate and government sources to support the County programs; researches various sources to identify grant funding opportunities and to determine availability of grant funding; reviews Internet web sites, newsletters, publications, and other sources; researches trends in grant funding requirements and programming;

Secures and reviews funding source documents; researches specific goals, purposes, conditions, restrictions, and qualifications for eligibility of each grant opportunity; gathers cost estimates to develop proposed budgets; evaluates potential success of funding opportunities; determines or recommends whether to apply for various grant programs; ensures completion of grant application.

Interprets, explains, applies, and ensures compliance with guidelines of granting agents and with all applicable laws, ordinances, rules, regulations, standards, policies, and procedures; evaluates effectiveness of grant programs; initiates any actions necessary to correct deviations; and makes recommendations for improvements of grant programs.

Monitors awarded grants; reconciles and monitors grant budgets, including multi-year grant programs; analyzes reports on funding and expenditures; makes recommendations for adjustments; monitors grant performance, identifying problems and possible solutions; works with department staff to implement corrective actions as necessary.

Compiles, monitors and analyzes various administrative, statistical, and financial data; ensures funds are allocated, spent, and reported according to grant requirements; makes applicable calculations; performs research; analyzes data, identifies trends, and makes forecasts; prepares or generates reports, budgets, and financial statements; approves grant budget change requests.

Prepares quarterly and annual reports as required by granting agencies; maintains a proposal calendar to ensure that all applications, reporting and renewal deadlines are met; ensures that permanent grant records and official files are properly maintained according to federal/state retention regulations.

Provides technical consultation, assistance and advisory support to various County departments related to securing grant funds and grant administration; reports availability of grant funding opportunities to appropriate departments/individuals; meets with grant team members, department managers, and County management to discuss funding issues and projects; participates in related boards and committees.

Prepares or completes various forms, reports, statistical data, budget documents, grant applications, performance evaluations, public notices charts, graphs or other documents.

Receives various forms, reports, correspondence, time sheets, fiscal and budget documents and reports, grant proposals, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, elected and appointed officials, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new procedures, trends and advances in the profession; participates in continuing education activities; attends meetings, workshops and seminars as appropriate.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Associate's degree in business, finance or accounting; supplemented by three (3) years of progressively responsible experience in grant administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

## **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 perform in a supervisory capacity over subordinate supervisors.

**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, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**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.

Monroe County, Pennsylvania, 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.