**TRINITY COUNTY**

**GRANT WRITER ADMINISTRATOR**

**Part-Time Position**

**Pay Grade 15 - $15.98/Hr.**

**Reports To: County Auditor**

**Closing: Open Until Position Filled**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

**SUMMARY OF POSITION:**

Both independently and under general direction, this position is tasked with planning and implementing grant programs, researching, and applying for funding opportunities, monitoring expenditures, identifying support agencies, tracking results, and analyzing financial data to ensure compliance and grant reporting is conducted effectively and efficiently.

**RESPONSIBILITIES (but not limited to):**

* Managing and supporting the grant requirements and implementation for Trinity County
* Identify and develop strategies to optimize the grants administration process
* Perform relevant research to identify available grant opportunities and evaluate the results
* Directly involved in grant writing and submittal of grant applications by working with county departments to obtain information as needed
* Assists in administration of grants from award through final close-out through collaboration with the funded department or office, County Auditor, Country Treasurer and County Judge
* In collaboration with the County Auditor, oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant processes
* Develop system for submitting grant reporting requirements on a monthly, quarterly, and/or annual basis as required by grantor
* Give guidance on grant implementation according to the operational and financial needs of the County
* Keep the department heads and elected officials informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
* Assist County Auditor and County Judge in preparation of financial or budget plans and allocation in accordance with each grant requirement
* If required, provide detailed reports to the funders and/or board of directors with respect to the County’s progress
* Monitor paperwork and other related documents connected with grant-funded programs
* Maintain records of all payments and receivables and prepare monthly reports for all grant related activities for submission to the County Auditor as requested
* Attend and participate in meetings, training, and information sessions

**SKILLS AND ABILITIES:**

* Proficient in using computers with related knowledge of Microsoft Office 365, Word, Excel, Access, PowerPoint or similar software programs and Internet
* Excellent project management skills with experience in managing and supervising administrative projects
* Possess excellent organizational skills
* Strong command over written and verbal communication
* Excellent interpersonal and presentation skills
* Good understanding of the county’s overall business and its objectives
* Skill in establishing and maintaining effective working relationships with county staff, Elected Officials, and the public
* Experience with basic financial skills including developing and monitoring budgets and financial reporting
* A multi-tasker with strong ability to work under pressure
* Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail

**EDUCATION AND/OR EXPERIENCE:**

* Bachelor’s degree in business, communications, public administration, accounting, or a closely related field. However, a combination of relevant education, experience, and training may be considered.
* Demonstrated experience or training in grant administration, grant writing, or related fields.
* A minimum of one to two years’ experience in grant administration, grant writing, or a related role.