

## GRANT MANAGER

Echols County Board of Commissioners is accepting applications for a Grant Manager.

**CLOSING DATE:** June 14,2024 at close of business.

This position is responsible for researching grant opportunities, assisting departments in applying for appropriate grants and ensuring compliance with grant provisions including but not limited to ARPA.

- Researches specific goals, purposes, conditions, restrictions, and qualifications for eligibility of each grant opportunity.
- Aids individual departments in identifying, applying for, and managing grant opportunities.
- Provides coordination to all departments to ensure that all tasks and milestones are accomplished in a timely manner consistent with grant guidance and to ensure accurate and timely submission of reports and other requirements of granting agencies.
- Initiates any necessary corrections to grant procedures or documentation
- Analyze financial information for accuracy and compliance with grant regulations and city policies; ensure commitments of city funds are approved prior to submission
- Directs staff regarding grant fund analysis.
- Develops and implements program goals, objectives, and budgets; monitors, reports, and adjusts program goals, objectives, and budgets as needed
- Prepares annual SEFA.
- Knowledge of Federal and State grants availability, Generally Accepted Government Auditing Standards, requirements, principles, and procedures of grants administration;
- Knowledge of grant sources, application procedures, proposal requirements and reporting requirements;
- Knowledge of principles and practices of municipal financial planning
- Knowledge of administration, principles and techniques of governmental budgeting, budgetary control, governmental accounting, monitoring, and auditing
- Skill in exercising a high degree of sound independent judgement and work within established guidelines with little or no direct supervision

- Skill in working under pressure to meet deadlines for grant opportunities
- Familiarity with online grant submissions
- Knowledge of computers and job-related software programs
- Skill in problem solving
- Skill in prioritizing and planning
- Skill in interpersonal relations
- Skill in oral and written communication
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Knowledge of accounting sufficient to interpret a General Ledger.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

## APPLICATIONS

Applicants can either email their resumes and cover letter to [ecboc@yahoo.com](mailto:ecboc@yahoo.com) or apply in person at 110 General DeLoach Street Statenville, GA 31648 between the hours of 8:00 AM to 4:30 PM.

Please no phone calls, please.