



Boulder, MT

# Job Description

Jefferson Local Development Corporation (JLDC) is an equal opportunity employer. JLDC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

<b>Job Title:</b>	Grants Administrator	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
<b>Department:</b>	JLDC (economic development)	<b>Reports to:</b>	Board of Directors	
		<b>At-Risk Position (BBP):</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**Work Unit Overview:** Develops and administers grant programs and related contracts. Work is on behalf of the local governments and non-profit organizations for management of the American Rescue Plan Act (ARPA) funding and seeking grants and other funding opportunities within the agency's mission. This position is funded for two years under the Jefferson County and City of Boulder ARPA funding.

**Job Summary:** The Grants Administrator develops, obtains, and coordinates grant funding to support JLDC, Jefferson County and the City of Boulder primarily through grant writing and administration. This position is responsible for overseeing the County's (including component units) grants portfolio including identifying grant opportunities, working with departments to develop applications, writing select applications, coordinating award receipt, and ensuring compliance. The Grants Administrator will act as a resource for identifying and connecting the appropriate departments, agencies, and businesses to funding opportunities that help to achieve goals and objectives.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Leads and coordinates efforts to prepare and submit applications for project funding in assigned areas such as criminal justice, community-based services, human services, housing, public facilities, transportation, environmental protection, and economic development. Coordinates the collection of documentation to meet reporting requirements and to ensure continued funding and/or the reimbursement of expenditures.

- Directs research to identify relevant grant opportunities. Develops protocols for administration, review and evaluation of performance funded by external agencies; performs financial analysis for matching fund and budget requirement; oversees review, preparation and implementation of grant application and grant awards.
- Creates loan agreements, requests for proposals and bid documents; conducts bid openings; prepares recommendations for bid awards.
- 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, and develops program and policy recommendations for the local government's consideration.
- Develops and participates in special projects; explores specific issues; responds to identified needs; proposes public policy; develops new programs or enhances coordination of existing services.
- Provides technical assistance and training, local government officials, outside agencies, non-profit organizations, community-based organizations, and individual applicants seeking assistance. Assists staff with project review and interpretation of regulations.

**Non-Essential Functions:**

- Has numerous contacts with local, state, and federal government offices; service organizations and agencies; non-profit organizations; private consultants, developers, and lenders; human services professionals; community leaders, members of specific target populations and the general public.
- Contacts are on specialized and controversial matters and involve planning, coordinating, and advising on work efforts; representing the organization; developing effective public relations for the organization, active participation in meetings; negotiation of outcomes and resolution of conflict.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- This position 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.

**Supervision Received:**

This position reports directly to the Executive Director, Board of Directors (with input from the Board of County Commissioners).

**Supervision Exercised:**

This position serves as a team leader on a project-specific basis. Provides direction to elected officials and department heads.

**Knowledge, Skills, and Abilities:**

Extensive knowledge of standard grant procedures, including proposal development and preparation; grant administration and financial reporting; and program evaluation. Thorough knowledge of issues in criminal justice, mental health, community development, human services, environmental protections, housing; and thorough knowledge of community service delivery systems. Extensive knowledge of program planning and administration, budget preparation, and fiscal accountability practices. Thorough knowledge of technical writing and project management. Thorough knowledge of English grammar, spelling, and punctuation. Thorough knowledge of the principles and practices of public administration and records management. Thorough knowledge of local, state, and federal grant or loan programs.

Must have skills in the use of personal computer (word-processing, spreadsheet, and data base software). Skill in the use of 10 key calculator or financial calculator. Skill in the use of standard office equipment.

Demonstrate ability in all phases of grant and contract development, administration, and evaluation, including the ability to create appropriate mechanisms for program management. Ability to work effectively with groups and to work in a collaborative manner utilizing public input. Ability to conduct research and to gather, analyze and synthesize financial, performance, and demographic data. Ability to develop, interpret, and implement policies and procedures to attain program goals and objectives. Ability to monitor performance and enforce contract compliance. Ability to work independently with a minimum of supervision. Ability to work effectively under pressure and to meet deadlines. Ability to make presentations and to communicate effectively in the English language, orally and in writing. Ability to establish and maintain effective working relationships with diverse individuals and groups.

**Education and Experience:**

Bachelor's degree preferred. Degrees best suited for this position include public administration, business administration, social science, and liberal arts.

**Experience:**

Experience in grant preparation and administration, government contracting, financial reporting, and program development.

Salary commensurate with experience, education, and qualifications. Benefits package, paid time off, and sick leave offered.

**Required Applicant Documents**

1. Cover Letter
2. Resume
3. Three professional references

To apply, please send the required documents to Eric Seidensticker at - [jldcwhitehall@gmail.com](mailto:jldcwhitehall@gmail.com).

\*\*\*\*\*

Signatures:

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Directors: \_\_\_\_\_

Date: \_\_\_\_\_

Elected Official: \_\_\_\_\_

Date: \_\_\_\_\_