



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Grant Administrator

Reports To: Director of Planning

Status: Full Time

Classification: Exempt

Pay Scale/Grade/Salary: \$50,000-\$60,000

JOB SUMMARY

The Grant Administrator will research and present funding opportunities to support existing and planned County activities. In coordination with departments, the individual will develop pre-award grant proposals, to align narratives, goals, and objectives with the grant specifications. The Grant Administrator will prepare reports throughout the grants' cycles. Ensuring all reports are completed timely and in accordance with grant specifications for federal, state, local, and private funding sources.

ESSENTIAL FUNCTIONS (Illustrative Only)

1. In conjunction with the Director of Planning, coordinate countywide grant funding proposals that align with the objectives, program, and financial features of federal, state, local, and private non-CDBG funding opportunities;
2. Makes recommendations on the feasibility of grant applications from a fiscal perspective;
3. Coordinates the planning and preparation of grant proposals for one or more departments, while providing guidance and assistance to the department in interpreting the grant language, regulations, and requirements;
4. Prepares and compiles all components of grant submissions, ensuring the proposal is formatted, packaged, and submitted in accordance with granting agency requirements;
5. Develops and maintains a library of reference documentation, including such information as funding agency requirements and forms, department profiles and programs, abstracts and reference literature, and other pertinent materials;
6. Maintain a positive relationship with grantors, grant managers, departments, stakeholders, and local agencies;
7. Prepare fiscal and program reports related to the funding agencies requirements;
8. Monitor grant award compliance throughout the grant cycle;
9. Write, distribute, and advertise necessary procurement documents and public notices in accordance with the funding agency and the County policies;
10. Present grant information at public meetings as required;
11. Act as a liaison between funding agencies and county departments to maximize efficiency of grant awards;
12. Build the capacity of local agencies (including municipalities, non-profits, and other organizations, as directed) by supporting grant proposal development, review, and providing technical assistance;
13. Submit monthly reports to the Director on the number of grants referred, written, and awarded;
14. Participates in continuing education opportunities; attends meetings, workshops, and seminars as appropriate and related to resource development;
15. Other duties as assigned by the Director of Planning.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Interpersonal Skills** – Maintains confidentiality; listens to others without interrupting, keeps emotions under control; remains open to others' ideas.
2. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
3. **Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
4. **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others; contributes to building a positive team spirit.
5. **Professionalism** – Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
6. **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of a BA or BS degree, or equivalent years of experience and training.
- Experience with, grant administration, and/or project management preferred.
- Proficient verbal and written communication skills.
- Must have excellent computer skills; expertise with Microsoft Office and PDF software.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; feel, talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk, including through graded or hazardous terrain. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

WORK ENVIRONMENT

While performing the duties of this job, the employee is mostly working in an office environment though some field work will be required.

SPECIAL NEEDS

Must have a valid driver's license and be able to travel if required.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Department Heads. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

By signing this I acknowledge that I can perform all the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print Name: _____