



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Grants Manager

FLSA: Exempt

DEPARTMENT: Grants

REVISED: 08/20/2010

Summary: Under limited supervision, responsible for developing and maintaining incoming grants and awards according to county needs and the grants terms and agreements.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Manages grants processes including report writing, file management and correspondence; ensures compliance with all Federal, state and local requirements
- Works closely with the Financial Department to ensure timely payments and draws of grants monies while maintaining grant compliance.
- Researches and identifies grant funding sources including Federal, state, local and/or foundation sources.
- Creates and submits grant applications; coordinates and submits quarterly reports for active grants.
- Coordinates assigned special projects including development/implementation of the annual Laramie County Capital Improvement Plan.
- Monitors the needs of Laramie County and coordinates programs/projects with Laramie County Elected Departments/Departments and community agencies.
- Attends various committee meetings as assigned by the Commissioners including risk, technical review and advisory council meetings.
- Monitors the allocation of Laramie County sales tax allocation to Human Service Agencies.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of all aspects of grant administration.
- Knowledge of Federal, state and local rules and regulations pertaining to grant management.
- Knowledge of grant funding sources.
- Knowledge of processes related to the allocation of sales tax funding.

- Skill in coordinating grant management activities.
- Skill in researching, creating and submitting grant applications.
- Skill in ensuring compliance with all Federal, state and local grant fund requirements.
- Skill in identifying and monitoring community needs.
- Skill in liaising with elected officials, department heads, community organizations and agencies.
- Skill in managing special projects.

Minimum Qualifications:

Bachelor Degree in Public or Business Administration; five (5) years grant management experience; or equivalent combination of education, training and experience. Must have a valid driver's license.