

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

GRANTS ADMINISTRATOR (PS101162)

DEPARTMENT: FINANCE

JOB SUMMARY/ESSENTIAL FUNCTIONS: This position is responsible for researching funding opportunities for the County and assist in developing comprehensive grant applications for submission, monitor grant programs to ensure progress reports are submitted on a timely basis. Direct the preparation of grant documents and assist departments in the preparation of accurate and complete grant applications. Research the availability of grants funds for various County projects. Meet with County department heads and other personnel to determine program and funding needs that can be met through grant funds. Receive and coordinate the execution of grant awards. Work closely with finance to gather information necessary in preparing a variety of accounting duties in the monitoring and administration of grant funds, including but not limited to tracking, collecting, depositing and auditing monies received. Notify appropriate parties of grant award. Perform routine administrative/clerical skills including filing, customer service, math, data entry and correct grammar usage. Attend training, meetings, workshops, etc. as required to enhance job knowledge and skills. Comply with all grant reporting as required by foundation/corporate donors. Perform other duties as assigned.

QUALIFICATIONS:

Associates degree English, Journalism, Public Administration or Communications with a minimum of two (2) years with grant writing/training, seminars, fundraising or technical writing.

Experience with proposal writing and institutional donors.

Valid driver's license for South Carolina. Must have safe driving record.

Must possess strong communication skills (both written and oral), human relations, organizational and analytical skills.

Must be able to efficiently complete tasks by following established guidelines/procedures with minimal direct supervision.

Must have strong editing skills, detailed oriented and have excellent grammar and strong research skills.

Knowledge of fundraising information sources.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Skilled in the operation of all basic office equipment including fax machines.

Departmental testing may be administered during interview.

Completed degree(s) that are not required but are beneficial may partially be considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the 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.

SAFETY INFORMATION/DUTIES:

Attends all required safety training and follows safety policies and procedures for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as exempt and reports directly to the Deputy Supervisor of Finance. Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday from 9:00 a.m. to 5:00 p.m with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein are subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for this position, please login to your Employee Online (EO) account to apply online. You can access EO via BIC or through our external website www.berkeleycountysc.gov under the "Employees" tab and select the "Employee Online" link. For any questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the Libraries to apply online.

Grants Administrator - Grade C40

Entry Level Bi-Weekly Pay Range: \$2044.62 - \$2351.31

Date of Posting: 08/11/2015

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.