

GRANT MANAGER

DEFINITION

This is a professional position working independently and with an interdepartmental team to perform community engagement, planning, design, contract/grant administration, reporting, and other project management tasks. This position must bring broad technical skills, extensive experience in grant and/or project management, and a strong passion for public service.

DISTINGUISHING CHARACTERISTICS

This position is an ARPA grant funded, at-will, limited term position based on available grant funding through 2025. The Grant Manager provides daily administration of the federally funded American Rescue Plan (ARPA) monies in a wide variety of areas, including researching regulations, prescribing eligible uses of payments, helping to resolve matters of statutory ambiguity, aiding in the procurement process, financial management and monitoring awarded grants. The Grant Manager will analyze and evaluate the grants budget process, conduct data analysis and research, coordinate the on-going budget process and assist in drafting budget policies and other documents, as well as preparing monthly budget reports; and all other related work as required.

REPORTS TO:

County Administrative Officer (CAO) and the Board of Supervisors

CLASSIFICATIONS DIRECTLY SUPERVISED:

May supervisors supportive staff as needed

GRANT MANAGER - II

EXAMPLES OF DUTIES

- Plans and manages all aspects of the County's ARPA funding
- Leads an interdepartmental team in the development and implementation of a spend plan that ensures proper and eligible use of ARPA funding by Monitoring, tracking, and reviewing federal and state guidelines
- Reviewing, submitting, and processing expenditure requests from all departments requesting the use of ARPA funding, ensuring audit, fiscal and performance compliance
- Maintaining relationships with the State and other governmental agencies to remain abreast of changes in federal policy
- Meets State and Federal reporting guidelines to document use of ARPA funding by: Compiling, reviewing and submitting quarterly expenditure and descriptive reports to the required agencies.
- Following up with internal departments about expenditures to ensure eligibility and proper documentation
- Following up with Finance Department to ensure all expenditures are properly coded and journal
- Launches initiative to establish subrecipients and beneficiaries of ARPA funding by:
 - Collaborating internally with peers and leadership to create an application, evaluation, and approval process that meets established guidelines
 - Creating webinars/orientations and hosting office hours to provide support to possible subrecipients and beneficiaries
 - Establishing tracking documents for eligibility, expenses, and progress toward committed outcomes of approved beneficiaries and subrecipients
- Monitors all subrecipients and beneficiaries of ARPA funding by:
 - Establishing and communicating reporting guidelines and timelines for all subrecipients and beneficiaries
 - Reviewing, editing, and approving all subrecipient and beneficiary reports
 - Following up with all subrecipients and beneficiaries about reports providing support to all subrecipients and beneficiaries through office hours
- Prepares and makes presentations as a representative of the County and serves as liaison on intergovernmental funding to citizens, committees, boards, citizen groups and other governmental agencies.
- Oversees and facilitates public participation processes.
- Participates in Countywide and department-wide team activities working on specific issues and assignments.
- This job may have direct supervisory responsibilities.

ADDITIONAL JOB FUNCTIONS

- Specific duties may vary and other duties may be assigned. Performs related work as required.

GRANT MANAGER - III

KNOWLEDGE

- Knowledge of the general principles of financial management and generally accepted accounting principles and/or grants administration practices.
- Knowledge of the principles and practices of public and business administration. Knowledge of grant writing, acquisition, management, and reporting.
- Knowledge of current federal, state and local government grant and funding programs.
- Knowledge of technical and administrative rules and regulations in the subject area.

SKILLS

- Strong project management skills.
- Excellent organizational and interpersonal skills.
- Skill and proficiency with Google Suite and Microsoft Excel.
- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables.
- Must demonstrate excellent writing and oral presentation skills.
- Must be strong team leader in collaborative situations.

ABILITIES

- Basic problem-solving skills to interpret compliance and report findings to management.
- Communication skills to relay industry information regarding current issues and to present findings in such situations.
- Ability to establish and maintain effective relationships with granting agencies, employees, and the public.
- Provide leadership and project management control on all aspects of assigned projects.
- Think creatively for the primary purpose of increasing efficiency and effectiveness.
- Interact effectively to analyze situations to pinpoint problems and assist with solving problems or identifying sources of obstacles with internal and external stakeholders.
- Develop and maintain effective working relationships with managers, employees, contractors, consultants, and others encountered as required by work assignments.
- Work both collaboratively and independently with limited supervision. Prepare, administer, and monitor multiple and detailed project budgets and anticipate future budgetary needs.
- Conduct comprehensive research on organizational policies and procedures, best practices and innovative techniques, and compile data into a formal report or make recommendations shared with others and often verbally presented.

GRANT MANAGER – IV

TYPICAL PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

TYPICAL WORKING CONDITIONS

The physical demands and work environment 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from the computer system.

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree in a related field and at least two (2) years of relevant experience is required.

**Years of relevant grant writing or related experience may be substituted on a year-by-year basis for the educational requirements.*

Applicants may substitute additional relevant experience for education such as master's level.

**Relevant experience would include managing grant programs including expenditures, writing and submitting grants, tracking grant expenditures and reporting requirements per grant source.*

SPECIAL REQUIRMENTS:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster

Service Work related training as assigned, and to return to work as ordered in the event of an emergency.