

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	Grants Coordinator – Legislative Liaison
POSITION #:	3110
AREA(S):	County Commissioners Office

DISTINGUISHING CHARACTERISTICS OF WORK OR NATURE OF WORK

Responsible administrative position preparing and coordinating various grant programs in order to obtain new revenue sources for the County and obtain specific funding for the County. The position will work closely with the County Coordinator/Finance Director to provide ongoing status updates and reports and will work with various department directors throughout the county to provide technical assistance and advice in matters related to grant administration and management. This position will serve as the central contact position for online grant application submittals and reporting to federal/state agencies regarding grants and will maintain a central “gatekeeping” function for county access to grant resources and reporting as required by federal/state agencies. Overseeing and coordinating all aspects of the programs development and implementation. Employee confers with administrative superiors on major administrative or policy questions but is expected to use considerable initiative and independent judgment in the performance of regular technical tasks.

Assists the County Coordinator and Executive Team with the legislative program development and planning. Researches and Composes executive summary reports (white papers) on projects, legislation or initiatives and their impact on Levy County and media engagement. Assists in communicating goals, objectives and priorities to staff and the community at large

EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

- Research and identify grants that would develop Levy County and agencies.
- Collect information and generate reports to meet grant qualifications and deadlines.
- Develop and submit successful grant applications.
- Oversee the incentive programs from local, state, or Federal Government.
- Develops and administer project contracts, leases and agreements as needed for grant and project administration.
- Assumes day-to-day coordination and management of special projects as assigned by the County Coordinator, which may include construction projects.
- Prepares timely reports to funding agencies as required.
- Publishes emergency and related public information and performs related duties.
- Assists the County in any necessary duties to achieve County goals.
- Performs other related duties as assigned.
- Assists the County Coordinator and Executive Team with the legislative program development and planning.

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- Researches and composes executive summary reports (white papers) on projects, legislation or initiatives and their impact on Levy County and media engagement.
- Assists in communicating goals, objectives and priorities to staff and the community at large.
- Will be assigned various special projects by the County Coordinator as needed.
- Makes public presentations and meets with a variety of community groups.
- Responds to work during a declared state of disaster

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of Federal, State and Local laws pertaining to grants, contracts and contract administration preferred.
- Must be able to analyze and interpret grant contract terms and conditions.
- Must be able to communicate effectively, both orally and in writing.
- Must be skilled in the efficient operation of a computer and use of Microsoft Applications i.e. Word, Excel, Access etc.
- Must be able to comprehend, speak and write the English language
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

MINIMUM QUALIFICATIONS

- Bachelor degree preferred; equivalent experience may substitute.
- Minimum of one (1) year of experience in related field required.
- Possess and maintain a valid Florida driver license

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here representative of those that must be met by an employee successfully to perform the essential function of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee will occasionally be required to travel out of the County for brief periods lasting one day to one week. The employee is occasionally required to walk, use hands to touch, handle,

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and feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet.

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Exempt
Worker's Comp Class Code	8810
EEOC Job Category	Paraprofessionals
EEOC Job Function	Financial Administration
EEOP Job Category	Professional
Safety Sensitive	NO
Safety Category (if applicable)	NON-DOT
Paygrade:	BOCC approved