

FORSYTH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: GRANT COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to conduct financial and control activities for all grant projects of the Sheriff's Office, involving budget preparation, financial analysis, and producing financial reports. This is an intermediate professional classification responsible for reporting and tracking the funding of the County's grants in a manner that allows for sound management of the County's grants. The work involves reporting on the status, for all grant projects; submits recommendations to assist management in making financial decisions; ensures adherence to and implementation of applicable Federal and State laws as well as County policies and procedures. A high degree of integrity and accuracy is required to handle the County's grants.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides grant research with the Budget/Grants Manager, working with county departments to identify new grant opportunities for county services.

Coordinates implementation of, and compliance with, the county grant policy. Supports the Departments/Offices Grant Administrators with their responsibilities under the policy.

Reviews monthly grant reports for accuracy and timely submission. Prepares annual SEFA schedule [Federal Grants] for the auditors and CAFR.

Assists with the preparation, review, and submission of grant applications. Determines county sources of matching funds.

Monitors compliance with approved grant agreements.

Assists with grant closings.

Assists with grant budget changes.

Monitors and provides assurance of receipt of county grant revenues.

Collects information, analyzes data, identifies trends, and makes recommendations to assist management in making financial decisions; prepares special grant reports; and designs and develops spreadsheets to conduct analysis and monitor grant transactions and program results.

Conducts research of department files, account records, hardcopy materials, Internet sites, or other sources as needed.

Prepares or completes various forms, reports, correspondence, annual financial reporting documents, cash flow reports, special reports, spreadsheets, or other documents.

Receives various forms, reports, correspondence, annual budget documents, budget reports, meeting agendas, audit reports, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, financial, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with supervisor, County officials, employees, other departments, banking personnel, the public, state/federal agencies, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, participates on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws, regulations, standards, and guidelines; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed; performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Accounting, Finance, Business/Public Administration, or closely related field; supplemented by three (3) years previous experience and/or training that includes grant writing and administration, municipal budget development, financial analysis, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may

include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.