

**WEBB COUNTY ECONOMIC DEVELOPMENT
JOB DESCRIPTION**

TITLE: SENIOR GRANT WRITER
DEPARTMENT: ECONOMIC DEVELOPMENT
REVISION DATE: June 20, 2014

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Responsible for the development and submission of a minimum of 10 (ten) new project applications during each year.
- Prepares all analytical project narratives in regards to the development of these 10 (ten) project applications and all others under his development.
- Responsible for ensuring the proper development of all project analysis on the feasibility of the development of potential County projects.
- Responsible for the supervision of the department's Project Coordinators during the implementation/project administration phase.
- Prepares & disseminate project position papers to Department Director and County Commissioner's Court.
- Represents the department on all project coordination or development meetings.
- Conducts all necessary research to plan and develop the proper project budget.
- Accountable for all project presentations if required by the funding agency.
- Responsible for the development and submission of project environmental assessments pertaining to projects being developed.
- Performs any and all other duties assigned by the Economic Development Director.

QUALIFICATION STANDARDS:

- College or University degree required in a field such as English, Economics, Computer Science, Planning and/or Business Administration.

SKILLS & ABILITIES:

- Must have above average computer knowledge; above average knowledge of all Microsoft Programs.
- Excellent communication skills necessary with public speaking experience.
- Above average knowledge of construction process, and labor standards preferred and required.
- Knowledge of typing and exceptional writing skills necessary.
- At least 5 years' experience in grant funding research and project development.
- At least 8 years' experience in Grant writing is required.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY: Supervised directly by the Director of Economic Development

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE