



Senior Grant Writer
Economic Development

ED/4
Pay Grade: 17

JOB SUMMARY

This position is responsible for researching and identifying grant opportunities and preparing related grant applications.

MAJOR DUTIES

- 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.
- Represent 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 as assigned by the Economic Development Director.

KNOWLEDGE REQUIRED BY THE POSITION

- 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.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results

GUIDELINES

Guidelines include county and department policies and procedures as well as governmental and non-governmental grant requirements. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied grant development duties. Strict requirements and deadlines contribute to the complexity of the position.
- The purpose of this position is to develop grant applications to secure funding for department projects. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with coworkers, representatives of granting agencies, elected and appointed officials, and the general public.
- Contacts are typically to exchange information, resolve problems, provide services, and justify, defend and negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in English, Economics, Computer Science, Planning and/or Business Administration.

OTHER REQUIREMENT/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* under Civil Service; however, all other Webb County policies apply.

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's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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