



Grant Writer/Project Coordinator

ED/07

Economic Development

Pay Grade: 18

JOB SUMMARY

Responsible for the development, submission and implementation of new project applications.

MAJOR DUTIES

- Prepares all analytical project narratives in regards to the development of potential new project applications.
- Prepares and disseminates project position papers to press and interested third parties.
- Represents the County 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.
- Responsible for necessary research in identifying available funding sources.
- Responsible for maintaining annual report of funded projects.
- Coordinates and implements assigned projects which may range from 2-3year period.
- Conducts project site inspections as assigned, which may require occasional travel to rural areas of Webb County if needed.
- Maintains personnel records, including time and leave records, department files and records.
- Assists in the management of the department budget.
- Processes department travel requests.
- Develops agenda items for meetings of the Commissioner's Court.
- Must obtain TxCDBG Certification and/or any other certification required by Texas Department of Agriculture.
- Responsible for maintaining project boxes/files updated in accordance with Texas Department of Agriculture requirements.
- Responsible for organizing public hearings/announcements in accordance with Texas Department of Agriculture requirements.
- Responsible for handling requisitions and receipt of goods in relation to projects.
- Responsible to oversee both Federal and State monies allocated for diverse projects.
- Performs any and all other duties as assigned by the Economic Development Director.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to communicate in English and Spanish; preferred.
- Knowledge of typing and excellent writing skills necessary.

- Knowledge of office management principles.
- Knowledge of County budgeting processes and County payroll processes.
- Knowledge of relevant Federal and State laws, County ordinances as well as department policies and procedures.
- Must have above average computer knowledge; be proficient in the use Microsoft Programs.
- Good communication skills with public speaking experience necessary.

SUPERVISORY CONTROLS

The Economic Development Director assigns work in terms of general instruction. 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 to be followed throughout implementation phase. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied grant development and project implementation 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 and if necessary, also implement approved projects which may range from 2 years minimum to 5 years maximum time period. 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 in an office, but may require work be performed outdoors as needed, occasionally in inclement weather.
- Must be able to sit or stand for prolonged periods of time.
- The employee may be occasionally required to lift light objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

N/A

MINIMUM QUALIFICATIONS

- Must have at a minimum, Bachelor's degree from accredited College or University in a field such as English, Planning, Construction or Business Administration
- Must have knowledge and 1 year minimum experience in research, project development and/or administration required.
- Basic knowledge of construction process, labor standards and bookkeeping; preferred.
- Must have a minimum of 3 year's experience in an office setting.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current 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

Supervisor's Signature

Print Name

Date