



JOB TITLE: Grants Specialist

DEPARTMENT: Community and Economic Development

JOB SUMMARY: This position serves as consultant, liaison, problem-solver, and project manager for units of local governments. The Community and Economic Development Grants Specialist develops projects, writes and administers grant applications, focusing on community and economic development related projects, and markets Southern Georgia Regional Commission (SGRC) project development and implementation services to local governments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, coordinates, and prepares state and federal grant and loan applications for local governments; explains and advises local governments of available state and federal grant and loan programs.
- Maintains and continuously updates knowledge of state and federal grant/loan programs, as well as pertinent legislation; attends professional development and training conferences.
- Manages and administers grant programs; monitors all grant and project related activities to ensure compliance with state and federal guidelines; ensures all required documents, including quarterly reports, are submitted on a timely basis.
- Coordinates project activities with city/county officials, attorneys, engineers/architects, private professionals, and general contractors; oversees the selection of qualified contractors through a sealed bid process; conducts pre-construction conferences with contractor and project engineer/architect.
- Serves as liaison for local governments with state and federal agencies including, but not limited to, the Georgia Department of Community Affairs and the Economic Development Administration, private professionals, industry, and other pertinent agencies.
- Manages and monitors the distribution of grant/loan funds; establishes and maintains grant accounting and filing systems.
- Conducts and prepares environmental reviews, and coordinates publication of related notices.
- Participates in conflict resolution related to obstacles, state and federal compliance and legality issues.
- Facilitates and coordinates project meetings.
- Advertises and conducts public hearings.
- Markets SGRC community and economic development services to local governments.

- Oversees and inspects construction activities throughout the construction phase; monitors contractors for compliance with applicable labor laws; monitors weekly payroll reports for wage rate and other requirements.
- Receives and approves all grant related invoices for payment.
- Prepares or completes various grant and loan related forms, reports, correspondence, or other documents.
- Receives various forms, reports including architectural/engineering reports, correspondence, manuals, reference materials, or other documentation; reviews, edits, 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, or other software programs.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Travel to meetings held throughout the SGRC region. In some cases, meetings that require attendance occur during the evening (after working hours), and/or during the early morning (prior to working hours). Occasional overnight trips may be required. Some meetings may be held in areas outside the SGRC region.
- Ability to thrive in a high-volume, fast-paced environment that requires a flexible approach to workload demands.
- General knowledge of the SGRC's mission, policies, and procedures as well as its programs, services, and activities.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Performs general clerical duties, including filing, addressing envelopes, typing basic letters of transmittal, copying, packaging documents, and preparing time sheets.
- Responds to requests for basic/general information.
- Takes photos.
- Performs other duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's Degree in business, public administration, marketing, finance, management, or closely related field; supplemented by three (3) years previous experience and/or training involving technical writing, grant development and administration, and experience in the public sector; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES:

- Data Utilization: Requires the ability to calculate and/or tabulate data; includes performing subsequent actions in relation to these computational operations.
- Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- 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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- 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.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____