

YOAKUM COUNTY
GRANT COORDINATOR

Part Time or Full Time Depending on Qualifications/Experience
\$15/hr - \$58,340/yr Depending on Qualifications/Experience
Reports To: County Auditor
Closing: Open Until Position Filled

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

SUMMARY OF POSITION:

Both independently and under direction, this position is tasked with researching grants and qualifying criteria, identifying funding opportunities, implementing and maintaining a grant prioritization calendar and tracking system, periodically presenting to Commissioners' Court, collaborating with county officials and other county employees, compiling information, preparing and completing applications, ensuring timely submissions, monitoring implementation and expenditures, tracking results, and analyzing financial data to ensure compliance and grant reporting is conducted effectively and efficiently.

RESPONSIBILITIES (but not limited to):

- Perform relevant research to identify available government funding sources and other grant opportunities
- Manage and support the grant application and implementation process for Yoakum County
- Identify and develop strategies to optimize the grant application process
- Work with county departments to identify funding needs, prioritize opportunities, obtain relevant information and submit grant applications
- Create and maintain a grant prioritization calendar and tracking system
- Assist in administration of grants from award through final close-out through collaboration with the funded department or office, County Auditor, County Treasurer and County Judge
- In collaboration with the County Auditor, oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant processes
- Develop system for submitting grant reporting requirements on a monthly, quarterly, and/or annual basis as required by grantor
- Give guidance on grant implementation according to the operational and financial needs of the County
- Keep the department heads and elected officials informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Assist County Auditor and County Judge in preparation of financial or budget plans and allocation in accordance with each grant requirement
- If required, provide detailed reports to the funders and/or board of directors with respect to the County's progress
- Monitor paperwork and other related documents connected with grant-funded programs
- Prepare and present progress reports to County Auditor, County Judge and Commissioners' Court as requested
- Attend and participate in meetings, training, and information sessions

SKILLS AND ABILITIES:

- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), Adobe and ChatGPT
- Excellent organizational and project management skills
- Strong command over verbal and written communication; ability to write clear, structured, articulate and persuasive proposals
- Excellent interpersonal and presentation skills
- Skill in establishing and maintaining effective working relationships with county staff, Elected Officials, and the public
- Basic financial skills including developing and monitoring budgets and financial reporting
- Ability to multi-task and demonstrate initiative when working independently
- Ability to prioritize work and resources, meet deadlines and produce quality results on time with attention to detail

PHYSICAL DEMANDS:

- Yoakum County pre-employment drug screen
- Ability to lift up to 30 pounds, sit/stand for extended periods of time

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree preferred but not required
- Experience or training in grant administration, grant writing, or related fields preferred but not required
- Experience in local, state or federal public office sector preferred but not required