



## County of Berks POSITION DESCRIPTION FORM

|                        |  |   |            |
|------------------------|--|---|------------|
| <b>Position Title:</b> | <b>Grants Coordinator</b>              |   |            |
| <b>Department:</b>     | Commissioners                          | <b>Reports To: (Title)</b>                            | <b>CAO</b> |
| <b>Effective Date:</b> | April 15, 2021                         | <b>Revision Date:</b>                                 |            |
| <b>Wage Category:</b>  | <input type="checkbox"/> <b>Exempt</b> | <input checked="" type="checkbox"/> <b>Non-Exempt</b> |            |
| <b>EEO-1 Category:</b> | Paraprofessional                       | <b>Union Classification:</b>                          | N/A        |

### POSITION SUMMARY:

This position is primarily responsible for managing the effective and efficient coordination of County grants received through the Federal or State Government. This includes setting up, maintaining, and preparing files for grant administration and audit and coordinating the involvement of various County Departments including but not limited to Budget, Purchasing, Solicitor's and Controller's office. At the discretion of the DCAO or CAO, this position may also direct and assist other County Departments in the identification and administration of grant requests and contracts.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Prepares the Requests for Proposals (RFP) or grant applications for funds for the American Rescue Plan (ARP) and other County grants that permit the County to determine the grant distribution process and recipients.
2. Assists DCAO and Commissioner's Office with administration of grant review committees.
3. Manages communications with committee members.
4. Prepares and/or coordinates the requisitions for provider contracts
5. Prepares monthly status reports for submission to Grantors.
6. Prepares and presents monthly and quarterly reports for presentation to the County Commissioners and public on grant activity and expenditures.
7. Interacts with grant recipients and monitors their compliance with grant agreements and requirements.
8. Works with County Departments to prepare final expenditure reports for grants
9. Monitors the grant budgets and reconciliation.
10. Performs sub-recipient monitoring.
11. Prepares budget transfers and accounting entries as required for all responsible departments
12. Participates as the County's Liaison between County departments for grant information and activity.

#### **Non-Essential Functions**

Other miscellaneous projects

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree preferred but not required.
- 5+ years recent experience in public sector financial accounting and/or grant administration

Applicable experience and training may be substituted for any requirement at the discretion of the Chief Administrative Officer.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong documentation skills and attention to detail and accuracy.
- Advanced MS Office skills.
- Extremely organized and attention to detail.
- Ability to multitask and reprioritize goals and deliverables on a daily, weekly basis.
- Ability to maintain confidentiality.
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines.
- Excellent oral and written communication skills.
- Ability to collaborate on projects and teams or committees.
- Exhibits a positive attitude and professional demeanor.
- Ability to work independently and to be self-motivated.
- Additional responsibilities as may be assigned by CAO or DCAO.
- Ability to handle stress.
- Physical presence in the office is required.

**PHYSICAL DEMANDS:**

- Eyestrain - Long periods of time looking at a computer screen.
- Long periods of sitting are required.

**WORKING ENVIRONMENT:**

Office environment.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*