



Job Title: Community Development and Grants Coordinator
Department: Community Development
Reports To: Deputy County Administrator
FLSA Status: Exempt
Prepared Date: May 11, 2022
Prepared By: HR Director
Grade: 127

Summary

This position plans, organizes, directs, and administers Grants and coordinates Community Development for the County of Calhoun ensuring compliance with applicable rules, regulations, policies, and procedures by performing the following duties personally or through subordinate employees.

Essential Duties and Responsibilities

- Oversee and formulate the department's long-range goals for the county.
- Effective public relation skills and the ability to build relationships with community groups, employees, municipal officials, private businesses, and other levels of government via committee meetings.
- Works as liaison to coordinate community and economic engagement activities such as: housing, recreation, education, healthcare, grants, workforce, and recycling.
- Acts as liaison with the Calhoun Connects project.
- Provide necessary input for funding of departmental operations and projects.
- Serve as the primary contact for grants-related activities for county departments.
- Search for, research and assist with grant writing, collect data from recipient departments, and identify funding opportunities.
- Responsible for the entire grant application process for county departments seeking outside funding; contact department directors or project managers for necessary clarification, revision, or additional information, as needed, during the application process.
- Aids with the financial accounting of grants; ensure financial compliance with regulations and policies; assist with the reconciliation of accounts, develop and implement budget for areas of assignment and assist with the coordination of the grants-related items associated with the annual audit.
- Serve as inter-governmental liaison between the County and state/federal agencies in relation to grant projects.
- Maintain and manage all grant files and generate reports for a countywide grant tracking system to provide departmental and comprehensive data and information on all grants.
- Lobbies granting agencies and organizations to continue funding on existing projects, if applicable.
- Manages special projects as assigned.
- Performs miscellaneous job-related duties as assigned by the Deputy County Administrator and/or his/her designee.



Minimum Qualifications and Skills Required

Proficiency in Microsoft Office Suite experience is required. Successful candidates must be capable of reading and interpreting legal documents. The individual selected will have the ability to apply common sense understanding, judgment and the capacity to make sound and reasonable decisions. Familiarity with local government and local ordinances a plus. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Minimum Education and Training

Bachelor's degree from four-year College or university; and two to four years related experience and/or training, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate in the field.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.

Calhoun County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or provision of service.