



Grants Administrator

Job Description

Department: Commission
Position: Appointed
Grade: 726
Supervisory: Supervisor
Reports to: Commission

Summary

Under general guidance and direction of Utah County Commission, provides support and oversight to grants provided through the provisions of the American Rescue Plan Act (ARPA). Reconciles expenditures against grants, ensuring appropriate use and accountability to their provisions and requirements. Due to the nature of the position, expected duration of employment is three (3) years or less.

Essential Functions

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

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel
3. Oversee administration of all County eligible grant programs, as directed by the commission, including but not limited to grants provided through COVID related funding, such as ARPA; prepare comprehensive reports needed for reimbursement, grant continuation or renewal, or auditing; ensure grant retention schedule and reporting requirements are adhered to.
4. Conduct fiscal and administrative analyses on behalf of the Utah County Commission regarding special grants; interpret grant verbiage to ensure appropriate usage of grant funding; identify potential issues and propose solutions.
5. Analyze journal entries, transactions, and accounts impacting financial statements and the grant; verify accuracy; document findings.
6. Prepare and submit reports that summarize and forecast business activity related to special grants; prepare and analyze financial and statistical information.
7. Prepare and give presentations as needed.
8. Prepare reports related to grants, costs, statistics, and trends; complete regular budgeted versus actual expenditures, and cost analyses.

For Office Use Only

Job Code: 2216
Job Title: Grants Administrator
FLSA: Exempt
Effective Date: 10/13/2022
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Supervisor

9. Assess financial impact of proposed legislation as related to special grants and conduct studies at the request of the Board of Commissioners; attend weekly Commission meeting to address concerns and questions regarding special grants.
10. Provide support to departments utilizing grant funding; assist with processing; maintain appropriate forms.
11. Interpret grant program provision rules for the County for implementation and developing audit risk analyses and processes.
12. Track grant expenditures and developing processes to ensure that back-end reporting will comply with grant reporting rules and provide reports for both the Commission, the County, and public as needed on the status of grant budget and expenditures.
13. Exemplify the desired culture and philosophy of the Utah County Commission.
14. Work effectively as a team member with members of the Commission, department managements and other staff.

Knowledge, Skills, and Abilities

- Knowledge of Government Accounting Standards (GASB)
- Knowledge of fund accounting, budgeting and general accounting principles, and related statistical techniques
- Knowledge of grant, tracking, reporting, renewal, and retention processes
- Knowledge of purchasing and procurement practices
- Knowledge of state laws as they apply to financial practices and procedures
- Knowledge of financial risk management and cost containment methods
- Knowledge of public administration
- Skilled in using Microsoft Office Suite
- Skilled in creating reports and spreadsheets
- Skilled in record keeping
- Skilled in creating and maintaining filing systems
- Skilled in conducting in-depth research
- Ability to administer a coordinated system of budgetary reporting and compliance to meet regulatory requirements of grant and the needs of internal and external interests
- Ability to comprehend complex finance and accounting data, finance policies, procedures, matters, and related information
- Ability to prepare account analyses and reconciliations and determine appropriate courses of action to resolve finance and accounting issues related to grant
- Ability to investigate, analyze, and solve problems
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships
- Ability to maintain confidentiality

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Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an environmentally controlled office setting. This role routinely uses standard office equipment such as a desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Recommended Education and Experience

1. Bachelor's degree related to Finance, Business Administration, or Accounting.
2. Five (5) years of work experience performing accounting, finance, or related functions.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with work experience in governmental fiscal accounting.

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Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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