

# WASHINGTON COUNTY

## Job Description

### **JOB TITLE: Grant Administrator / Public Utility Director**

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Exempt (Y/N): Yes

DEPARTMENT: Grant Administration

DATE PREPARED: March 2015

SUPERVISOR: Chief of Staff

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#### **SUMMARY:**

The Grant Administrator/Public Utility Director is under the general supervision of the Chief of Staff and is ultimately responsible to the County Judge. The incumbent will be designated as the person/department responsible for the proper financial and program administration of grant assistance being sought, received, or accounted for under the auspices of Washington County. As the Public Utility Director the incumbent will be responsible for all aspects of the Public Sewer systems in the unincorporated areas of Washington County. The incumbent will meet with local, county, state and federal officials as required for day to day administration of the County's Grant Administration and Public Utility Programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Plan, develop and implement grant accounting and administrative procedures with planning and input from the County Judge, County Attorney, County Administrator, County Comptroller and the Quorum Court.
2. Plan, develop and implement a centralized system of grants management which includes; recording and tracking of grant proposals, awards, and related statistical information, receipt/appropriation of grant funds, timelines, and programmatic and fiscal grant summaries as required by the various funding sources.
3. Research internet sites, periodicals, trade and association publications for additional State and Federal grant programs.
4. Determine priorities to be accorded various grants/programs based upon established policies.
5. Administer and develop select programs that serve to supplement local annual budget allocations through grant revenues.
6. Act as an official Washington County representative of the departmental grant applicant or grantee.
7. Supervise and review all county departmental grant plans.
8. Analyze applications/grant requests to determine whether the grant is consistent with the needs and priorities of the County.
9. Discuss with the officials of the County and the Quorum Court Finance Committee, the impact of proposed programs for approval and make recommendations to the governing body.

10. Prepare and oversee the preparation of grant proposals, including grant writing, guidance, budget preparation and interpretation of funding agency regulations and requirements prior to County Judge's approval.
11. Manage all proposals and awards for compliance with Federal, State, and/or Private funding source requirements, which includes in-depth reviewing and reporting.
12. Conduct "site" visits for grant funded projects to determine compliance with regulations and rules, having access to confidential files on an as-needed basis and as dictated by the funding agency.
13. Negotiate and/or manage grant/contract fiscal and program issues with agencies/program directors including grant award terms, conditions, amounts and project and budget revisions.
14. Prepare clear, sound, accurate and informative correspondence, reports, summaries and findings, conclusions and recommendations as needed and/or required.
15. Manage all grant files in preparation for annual audits and/or grantor auditing.
16. Conduct, coordinate or appear before public hearings, county committee(s)/Quorum Court meetings to relate information on grants as to the purpose, status, availability and requirements of county sponsored grant programs. Review engineering plans for projects within the grants program.
17. Work with Quorum Court Finance Committee and/or any other appropriate personnel to ensure the integrity of all grant applications prior to the County Judge's approval of said grant and submission of the granting agencies.
18. Participate in advocacy and community relations' efforts representing the County as required or needed.
19. Responsible for the development of and management of the Grant Administration Department budget and all grant budgets (averaging between ten and thirty grants per year).
20. Responsible for providing any POA and/or system owner information and advice with regard to Washington County policies and regulations on sewer systems.
21. Coordination with any POA or other entities concerning decentralized sewer systems, easements, engineering studies, and other activities as assigned by the County Judge.
22. Prepare and maintain a current customer list, conduct negotiations/discussions with the POA's owners of decentralized sewer systems, and sewer management companies.
23. Conduct meetings with POA's to provide information and advice on Washington County policies and procedures.
24. Attend monthly Washington County Planning and technical review meetings as needed.

25. Implement and maintain the rules and regulations of land developments utilizing fire flow tanks and community sewer systems.
26. Attend and record minutes of the RDA monthly meetings. Prepare RDA monthly meeting packets.
27. Act as a liaison between the citizens of Washington County, any POA, Public Health Department, and ADEQ regarding compliance of all sewer systems.
28. Perform other related duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

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.

**SUPERVISORY RESPONSIBILITIES:** The incumbent has the shared responsibility for supervising the Assistant Grant Administrator/Legal Assistant. The incumbent is responsible for supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree in Public Administration, Business or other related field or equivocal experience is preferred. Five years experience is necessary to perform the duties of this position. Knowledge of federal, state and private grant application process is necessary.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:**

Budget Responsibility:	\$150,000
Equipment and Property:	\$200,000
Grant Funds:	\$5,000,000

**OTHER SKILLS and ABILITIES:**

The incumbent must possess computer skills and working knowledge of general office equipment; Must possess excellent communication and interpersonal relations skills; Requires the ability to attend early morning or evening meetings with local and county officials, developers, citizens and other parties involved in the County's Grant Administration Program; Communication and leadership skills to meet with local, county, state and federal officials; Ability to handle out of state travel.

**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 regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects/controls. Occasionally, the employee is required to walk both in the office setting and in the field.

The employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that 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 moderate.