

**JEFFERSON COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS**

Job Description

Job Title	Grant & Economic Development Administrator	Reports To	County Budget Officer		
Class Code	131	Pay Grade Range	\$50,000.00 to \$65,000.00		
Dept. Division	County Manager's Office	Pay Status	<input checked="" type="checkbox"/> FT	<input type="checkbox"/> PT	<input type="checkbox"/> Casual
Dept. Number	2102	FLSA Status	<input checked="" type="checkbox"/> Exempt		<input type="checkbox"/> Non-Exempt

JOB DESCRIPTION

The Grant Administrator researches, develops, and submits grant proposals on behalf of the County Manager, as directed by the board of county commissioners. Is responsible for identifying and applying for competitive grants to support the county; assists department staff and the County Manager's Office in preparing, submitting, and implementing all grant applications and performs related professional and administrative duties as required.

This position shall also service as the Tourist Development coordinator and Economic Development administrator.

The Economic Development Administrator provides high level support in the coordination, management, and promotion of the County's economic development initiatives and programs; develops advertisements and performs related marketing functions; prepares economic development reports; maintains assigned databases and web pages; and performs general administrative duties.

The Tourist Development Coordinator assists with coordinating and providing information to the Tourist Development Council. Is responsible for assisting the County Manager's Office with administrative duties related to county funded programs, establishing relationships with constituents & businesses, and completing assigned tasks independently and collaboratively. Must possess the ability to interact professionally with the public. This coordinator shall be the point of contact for county tourism business.

This position reports may deal with sensitive, confidential, and proprietary business information, requiring considerable judgment and tact.

This position reports directly to the County Budget Officer.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university.
- Three (3) years of experience working in a professional work environment, of which Two (2) years experience are in grant writing and economic development.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

- Prepares grant applications, agenda requests, contracts, subcontracts, and all paperwork necessary for the application and acceptance of grants on behalf of the county.
- Compiles and makes grants available to funding initiatives. Monitors information needed to complete assessment of grant dispersal. Work with funding agencies on grant contract issues.
- Compiles bid documents for various necessities relevant to the function and performance of the County's grand administration.
- Maintains the database.
- Communicates with other departments and divisions, ensuring work orders are completed as required.
- Creates and implements efficient forms and procedures for all phases of grant programs.
- Supports Economic Development efforts of the County including attracting primary jobs, recruiting new business and industries, retention, expansion, and enhancement of existing businesses, and supporting local entrepreneurship.

- Manages various projects and special initiatives; ensures the achievement of stated goals, objectives, and performance expectations.
- Schedules and Coordinates the Tourist Development Council meetings, which includes the taking of minutes.
- Engages with all areas of the county with regards to tourism growing business.
- Promotes tourism within the four corners of the county.
- Acts as the county's liaison on all tourism business on behalf of the county.
- Collects and analyzes data for various research projects.
- Completes special projects as assigned.
- Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the principles and practices of grant writing.
- Knowledge of computer use, programs, and database management.
- Knowledge of the collection and preparation of reports.
- Knowledge of basic mathematics and use of scientific calculators.
- Knowledge of County organization, operations, policies, and procedures
- Ability to learn new tasks quickly and effectively.
- Principles and practices of project management.
- Principles and practices of contract administration
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to interact with the public in a pleasant and effective manner.
- Ability to prepare complex reports and maintain adequate records.
- Ability to analyze facts and exercise sound judgment in arriving at conclusions.
- Ability to present data in graphic form.
- Skills in research methods and analysis.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Building effective work teams and providing efficient customer service.
- Skill in the use of microcomputers and the programs and applications necessary for successful job performance, including specifically, advanced knowledge of Microsoft Office (Word, Excel, Power Point, Outlook), email, and various search engines, and ability to easily learn new programs.

SUBSTITUTIONS FOR MINIMUM QUALIFICATIONS

- An associate degree from an accredited college or university and Two (2) additional years of experience in grant writing and economic development substitutes for the required education.
- Four (4) additional years of experience in grant writing and economic development substitutes for the required education.