

**Jefferson County
Job Description**

Position Title:	Social Services and Grant Coordinator	Grade Level:	V
Department	County Commission	Date:	May 2025
Reports to:	Chief Financial Officer and County Administrator	FLSA Status	Exempt

Statement of Duties: The Social Services and Grant Coordinator is responsible for identifying, researching, and applying for grant opportunities in collaboration with the County Administrator and department directors. The position oversees grant management, compliance, and reporting; provides administrative and financial support to the Chief Financial Officer; and assists community organizations in navigating grant opportunities. The Coordinator is also responsible for budget tracking for grant-funded programs and ensuring adherence to all applicable regulations. The employee is required to perform all similar or related duties as assigned.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Identify, research, and apply for federal, state, local, and private grant opportunities in coordination with the County Administrator and department directors.
2. Manage all phases of grant administration, including compliance monitoring, reporting, budget oversight, and tracking project milestones to ensure adherence to funding requirements.
3. Provide administrative and financial support to the Chief Financial Officer, including assistance with grant budgeting, requisition entry, invoice tracking, purchasing card management, and related finance functions.
4. Monitor and track budgets for grant-funded programs, ensuring that expenditures align with grant terms and conditions.
5. Serve as a resource for community organizations and County departments by providing guidance on grant opportunities and assisting with general grant application processes.
6. Prepare, review, and submit all required grant reports, financial reconciliations, and compliance documentation to grantor agencies.
7. Maintain accurate and organized records of all grant applications, awards, funding expenditures, reports, and program outcomes.
8. Collaborate and engage with internal County departments, elected officials, external funding agencies, and community partners to support the success of grant initiatives.
9. Assist in the preparation of reports and presentations to the County Commission related to grant activities, awards received, financial tracking, and general budgetary matters.
10. Perform related duties as required or assigned to support the County's grant, financial, and social services objectives.

Knowledge, Abilities and Skill

Knowledge:

- Federal, state, and private grant programs, regulations, and compliance requirements.
- Public sector budgeting principles, financial tracking, and reporting for grant-funded programs.

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- Social services programs, affordable housing initiatives, and community engagement practices.

Abilities:

- Identify funding opportunities, develop grant applications, and manage complex grant projects.
- Coordinate across departments and external agencies to implement and monitor grant-funded initiatives.
- Analyze financial data, monitor budgets, and ensure regulatory compliance with funding terms.

Skills:

- Grant writing, budget tracking, and financial reporting.
- Effective verbal and written communication, including presentations to elected officials and external partners.
- Organizational, analytical, and project management skills necessary to manage multiple concurrent deadlines.

Qualifications and Background:

Education/ Basic Knowledge: Requires working knowledge of public administration, business administration, accounting, or social services, typically acquired through post-secondary education equivalent to an associate's degree or partial completion of a bachelor's degree. (2nd degree)

Experience: Requires more than three years, up to and including five years, of progressively responsible experience in grant writing, financial management, or public sector program coordination. (3rd degree)

Accountability: Responsible for securing grants, ensuring compliance, preparing financial reports, and supporting County financial operations. Errors could result in loss of funding, compliance violations, adverse public relations, or financial inefficiencies. (4th degree)

Judgment: Works independently within general policy guidelines. Exercises significant judgment in prioritizing funding opportunities, maintaining financial compliance, and coordinating with internal and external stakeholders. (3rd degree)

Complexity: Involves managing multiple, complex grant and social service initiatives requiring strategic planning, regulatory compliance, budget oversight, and adaptability to changing funding landscapes. (4th degree)

Supervision required: Operates under general direction. The employee plans and carries out regular work in accordance with standard practices, determining the sequence, timing, and work methods independently. Consultation with the County Administrator or Chief Financial Officer occurs for new assignments, changes in policy, or unusual issues. (3rd degree)

Nature and purpose of personal contacts: Frequent contact with department heads, nonprofit

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organizations, funding agencies, and community stakeholders. The employee communicates practices, regulations, and funding priorities and may occasionally need tact to resolve conflicts or obtain cooperation. (3rd degree)

Work environment: Typical indoor office environment with occasional off-site meetings or community outreach events. Minimal exposure to adverse conditions. (1st degree)

Physical demands: Primarily sedentary work with occasional standing, walking, or lifting lightweight materials (up to 30 lbs.). (1st degree)

Motor skills: Frequent use of computers, phones, and standard office equipment. May occasionally operate a vehicle for off-site meetings. (1st degree)

Occupational Risks: Generally low risk, though minor injury is possible if safety procedures are not followed during community site visits. (1st degree)

Confidentiality: Regular access to sensitive financial, grant, and social service program information. Must maintain confidentiality to protect the County's financial and operational integrity. (2nd degree)

Supervisory responsibility: No direct supervision over permanent staff. May coordinate activities with external partners and contractors, but is not responsible for formal staff management. (1st degree)

Supervisory responsibility:

- Staff size: None assigned; may coordinate project teams as needed. (1st degree)
- Complexity of operations: Supports collaborative efforts across departments but does not manage a functional unit. (1st degree)

Stability of operations: Generally stable operations, with occasional adjustments required due to grant deadlines or funding cycles. (1st degree)

Workforce dispersion: Employees and collaborators generally work in centralized locations with minimal dispersion. (1st degree)