

Grants Coordinator, Office of Management and Budget

The Wakulla County Board of Commissioners is seeking qualified applicants for a full time Grants Coordinator in the Office of Management and Budget. This applicant must possess skills in the application, implementation, and operation of a wide variety of grant programs. This position researches funding opportunities for county projects such as infrastructure improvements, planning, public access to water resources, historical and cultural activities, etc. This position also presents grant funding applications and proposals and submits all documentation by the established deadlines, administers approved grants including all aspects of project management, maintains database of all grant applications and grant awards, presents periodic reports to the County Administrator and Commission regarding status of grant projects.

The duties of this position include assignments that are broad as to objective and content and require independently making decisions and obtaining solutions from established policies, grant guidelines and procedures. Position composes and signs correspondence and reports related to the administration of grant projects, prepares and issues purchase orders, invitation to bid, and advertisement of bids in newspapers, provides contract management of assigned grant projects including preparation of County Commission agenda items related to projects, preparation and submission of reports in aspects of project management and maintain filing system for assigned grant projects. This position will also be involved in the coordination of community meetings, writing and administering grants to fund projects, researching funding opportunities and answering inquires from the community at-large. Will perform special assignments as required by the Office of Management and Budget Director the Deputy County Administrator or the County Administrator.

Qualified applicants must have the following qualifications: graduation from an accredited college or university with a Bachelor's Degree in accounting or a related discipline and two years of professional experience in grants or budgeting work, preferably with a local government, or an equivalent combination of experience, education or training. A Master's Degree in Public Administration or Financial Management is preferred and may offset up to two years of the required professional experience.

To apply, send a Wakulla County application to: Human Resources, P.O. Box 1263, Crawfordville, FL 32326. Applications may be obtained by visiting our website at www.mywakulla.com or at the Administrator's office at 850-926-0919. Drug screening is required. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/ Equal Opportunity Employer. Salary will be based on qualifications and experience. Applications must be receive by 5:00 p.m. on Friday, May 25, 2007.