

JOB OPENING NOTICE

JOB OPENING: Frio County is accepting applications for a full-time Grant Administrator. Applications can be found on the Frio County website at <http://www.co.frio.tx.us/page/frio.Jobs.Openings> and must be submitted to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an “at will” and an equal opportunity employer.



Frio County Job Announcement

Grant Administrator

Location: Frio County Courthouse, Pearsall, TX

Department: Commissioners Court

Job Type: Full-Time/Exempt

Pay Rate: \$44,910.00 Annual Salary

Posting Period: Open until position filled

Job Summary:

Under the supervision of the Frio County Commissioners Court, prepares proposals for submittal to potential funding sources to obtain funds for ongoing or special institutional projects. Ensures reports including financial and program are completed and submitted to funding agencies in a timely manner. This position is a highly responsible position. The Grant Administrator is responsible for the submission and administration of multiple on-going grants. Duties include but are not limited to:

Essential Duties and Responsibilities:

- Identifies and researches corporate, foundation, and government sources of funding.
- Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.
- Interview officials or department heads to determine goals and objectives, scope, feasibility, and funding needs for programs.
- Gathers and maintains current files on programs and projects.
- Proofreads proposals and reports to corporate, foundation, and government funders.
- Coordinates preparation, assembly, and delivery of proposal documents.
- Tracks status of proposals and follows up to provide additional information as required by funding sources.
- Other duties may be assigned.

Supervisory Responsibilities: Exercises no supervision.

Minimum Requirements and Qualifications:

- Bachelor's Degree (B.A.) from a four-year college or university
- One to two years related experience and/or training.
- Equivalent combination of education and experience.
- Broad knowledge of federal, state accounting regulations and university accounting procedures.

- Excellent written communication skills to prepare applications, correspondence, and reports.
- Excellent interpersonal skills and ability to interact with county officials, agency representatives, and the general public.
- Ability to work independently with limited supervision.
- Proficient in Microsoft Office Products.

Working Conditions:

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 reach with hands and arms. The employee frequently is required to stand, sit, walk, use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance, taste, and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those 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.

Occasional travel to attend conferences throughout the state. Able to work additional hours outside of normal working hours (M-F, 8am-5pm). The noise level in the work environment is usually quiet and in a normal office setting.

Benefits:

100% employer paid group health insurance: Blue Cross Blue Shield of Texas

Medical

Dental

Basic Life, ADD

Dependent Life

Retirement plan: TCDRS

Paid Vacation and Sick Leave

Conditions of Employment:

Must successfully complete a background investigation and a pre-employment drug screen.