



CLASS SPECIFICATION

Class Title: Grants Administrator
Department: Community and Economic Development
FLSA: Exempt

Class Code: 7781
Grade: 24
Eff. Date: 08/22/2018
Revised: 10/06/2025

GENERAL PURPOSE:

Under general supervision from the Community and Economic Development Community Services Manager, this position is responsible for managing all programmatic and administrative aspects of grant management related to the County's Community Development Block Grant (CDBG) Entitlement program, HOME Investment Partnership Program (HOME), the Social Service Block Grant (SSBG), and other grant programs.

EXAMPLE OF DUTIES

Maintains a thorough familiarity with federal and state community development, and housing and homeless grant programs. Researches and reviews grant funding opportunities and prepares grant applications as directed.

Prepares and submits quarterly/annual state and federal reports including Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports.

Manages all aspects of grantee and subrecipient(s) activities.

At the direction of the Community Services Manager, works with subrecipients to negotiate and execute project contracts. Provides training and technical assistance to subrecipients to ensure compliance.

Develops budgets for entitlement awards and program income and assists in the preparation of the CDBG, HOME and SSBG budgets. Monitors program budgets, tracks expenditures, makes projections, and assists with budget preparation and service improvement requests.

Processes reimbursement requests from County subrecipients for expenses incurred during the implementation of grants and project activities and submit quarterly state/federal reimbursement requests based on reimbursements provided to County subrecipients.

Ensures compliance with federal regulations and oversees development and modifications to policies and procedures documenting compliance of grant programs with state and federal requirements.

Develops requests for proposals for professional services, analyzes responses, and prepares contracts.

Conducts field visits and synthesizes findings and information in various reports.

Carries out related work associated with federal and state grant administration. Works on special projects and performs other related duties as assigned.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in economics, business management or administration, public administration, community or regional planning, or a related field, plus four (4) years of progressively responsible experience in public administration, project management, contract administration, or a related field; an acceptable combination of education, experience, and professional credentials may be considered.

Preference given for direct experience administering grant programs or other public sector financial tracking, grant review, board administration, housing development.

Preference given for following credentials: Certified Grant Administrator (CGA), Certified Grants Management Specialist (CGMS), Grant Professional Certification (GPC) or similar professional certification.

2. Special Qualifications:

Employment contingent upon successfully passing a criminal history background check.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: grant administration cycles; federal, state, and local government mandates related to the CDBG and HOME programs, labor compliance, and other public funding sources and methods; HUD environmental review process; project management, project cost accounting, and project budget development; structure of City/County government.

Skill in: all computer hardware and applicable software including MS Word and Excel; applying correct spelling, grammar, and punctuation.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: prioritize work assignments and adjust priorities in a multi-task environment; read,

CLASS SPECIFICATION

interpret, and apply federal, state, and local regulations, ordinances, policies, and contracts; effectively communicate ideas and concepts verbally and in writing to multiple audiences; make presentations in public forums; quickly assess critical situations and solve problems; work effectively under stress; meet established deadlines and adjust as work priorities change; master new technologies; follow oral and written instructions; establish and maintain effective working relationships with supervisors, staff, and allied agencies; demonstrate sound independent judgment, tact, initiative and resourcefulness in daily working environment.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***

