

**Program Specialist – (Grant Specialist)****JOB DUTIES**

- Develop and implement a grant acquisition strategy to maximize funding opportunities and work with service teams and departments to identify local, state, and federal grant opportunities that align with the county’s strategic goals.
- Analyze trends, research data, monitor changes in federal legislation, executive orders from the White House, and official notifications from federal agencies to determine impact on the county and make recommendations for response to GRO leadership.
- Analyze and evaluate changes in legislation and in community needs by reviewing needs assessments and other studies and by consulting with department staff and employees from outside agencies in order to recommend and advise on objectives for the GRO.
- Facilitate procedures to monitor and assess grants; and make recommendations for any needed changes in operating policies and procedures.
- Work with the GRO to develop and implement long and short-range plans to address changing grant management needs, changes in legislation, federal executive orders, or other formal communications from federal or state agencies.
- Identify needed changes in workflow and procedures to streamline grant management activities and improve readiness for future funding opportunities.
- Regularly review, evaluate, and communicate federal and state funding opportunities.
- Advise Departments on application requirements for the preparation and submittal of grant applications.
- Provide consultation to departments in the preparation of grant applications or proposals to funding sources; monitor the implementation and expenditures of grants.
- Maintain county-wide award tracking process.
- Advise departments on compliance issues during the implementation phase.
- Develop recommendations to integrate and coordinate efforts across departments to implement the newly developed county-wide policies and procedures.
- Present recommendations on program design to the finance management team and leaders across the county.
- Coordinate, conduct, and assist in planning trainings on topics related to grants for internal county staff.



- Identify, cultivate, and support partnerships with internal and external organizations important to the county's strategic goals.
- Serve as a point of contact for funders and internal staff regarding grant processes and requirements and administrative issues.
- Prepare reports, plans, charts, and other documents for use in internal and external meetings, presentations to internal leadership groups, and/or the Board of Commissioners, related to grants, grant management, and/or planning functions for revenue generation.
- Represent the county or department at internal and external meetings to explain departmental policies and programs as they relate to grant management and the Grants and Revenue Office.
- Facilitate network of internal grant users; provide resources and updates on relevant topics.
- Function autonomously to implement direction given by the grants manager, finance director, county manager, and other county leaders.

