

SNOHOMISH COUNTY JOB DESCRIPTION

GRANT WRITER

Spec No. 2292

BASIC FUNCTION

To perform a variety of duties in the research, writing and implementation of grants for county-wide economic development.

STATEMENT OF ESSENTIAL JOB DUTIES:

1. Analyzes federal, state and local awards of funds to the county to determine cost ceilings, statutory set asides and eligible activities; prepares necessary applications and contract documents.
2. Conceives, plans and conducts research into the best methods for implementing major federal, state or local programs; drafts policy, procedures and program standards for recommendation to the Director.
3. Coordinates implementation and provides technical assistance, counseling, education and guidance with all appropriate federal, state and local agencies; provide additional support as needed on complex housing development projects with multiple funding sources.
4. Acts as a resource to the County Executive, County Council, Housing and Community Development Board, subagencies, other agencies, municipalities, taxing districts and citizens; explains housing programs as requested; develops and/or prepares written reports and makes oral presentations as requested; participates in public hearings and meetings as required; provides counseling and educational resources as requested.
5. Plans, develops and facilitates implementation of a broad range of grant projects such as solid waste, environmental, housing, mapping, land uses, and technology; identifies information required, chooses data collection methods and collects data; develops program options; prepares analysis, proposals and cost estimates; solicits departmental and citizen involvement and input.
6. Assumes lead role for one large project and/or multiple small projects as assigned; coordinates with technical staff in the planning and implementation of projects; directs the work of project specialists as assigned; insures that completed work complies with applicable laws, regulations, ordinances and grant requirements.
7. Prepares bids, requests for proposals and contracts; monitors the performance of various contractors, consultants and inter-local agreements; approves work in progress and on completion; approves billing for services received; prepares status reports as required.
8. Prepares, submits and manages various grant proposals; drafts and monitors grant award contracts; coordinates and monitors work completed by grant funded subcontractors; administers non-accounting aspects of minor grants.

SNOHOMISH COUNTY JOB DESCRIPTION

GRANT WRITER

Spec No. 2292

STATEMENT OF ESSENTIAL JOB DUTIES (continued):

9. Serves as staff representative on various interest groups; solicits support for programs from key individuals and groups; supports local groups in establishing programs; determines needs and provides and provides promotional materials; arranges for presentations by other staff and agencies; delegates tasks and work assignments; coordinates the development of group policies, documents and reports.
10. Gives presentations to various groups in Snohomish County; attends meetings and participates in or leads discussions; assists in preparation of presentation materials; prepares reports.

STATEMENT OF OTHER JOB DUTIES:

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in environmental sciences/studies, public administration, political science, economics, geography, urban planning, sociology or a related field; AND, one (1) year of experience in work specific to the requirements of the job; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. A Master's degree may be substituted for one (1) year of experience. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- grant writing;
- principles and practices of environmental or planning;
- research and data collection techniques;
- current literature, trends, regulations and developments in the planning field;
- use of personal computers.

Ability to:

- gather, evaluate and document technical data;
- independently prepare and implement comprehensive programs;
- read, interpret and apply legal documents and descriptions;
- synthesize research results and use these results as a basis for recommendations;

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Spec No. 2292

KNOWLEDGE AND ABILITIES (continued)

Ability to (continued):

- communicate effectively both verbally and in writing;
- establish and maintain effective work relationships with supervisors, peers, associates and the general public;
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties;
- make effective group presentations;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- manage contracts and oversee contracts;
- work with computers.

SUPERVISION

Employees in this class receive direction from a manager or administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations throughout the county for the purpose of attending community meetings and public hearings and making site visits.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2006
EEO Category: 2 - Professional
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous