

SNOHOMISH COUNTY JOB DESCRIPTION

FUNDING COORDINATOR

Spec No. 3079

BASIC FUNCTION

Plans, coordinates and leads the activities of a grant/loan program that supports the operational and capital improvement program for the Public Works Department. Responsible for grant/loan acquisition, program coordination, technical assistance to county staff, coordination with out side agencies and groups, grant administration and project expenditure/revenue tracking functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans and coordinates the annual grant/loan application process for all new Public Works related grants, and loans; organizes and conducts inter-divisional meetings to identify and prioritize project funding needs; assigns, coordinates and oversees staff research and other grant preparation assignments; writes or assists project managers in writing applications; edits draft applications for accuracy, completeness and clarity and supervises the production and submittal of all applications in accordance with grant/loan requirements and deadlines.
2. Provides technical assistance to project managers, providing timely advice and information on funding opportunities, requirements and procedures; collaborates in defining and implementing project funding strategies; provides assistance in resolving issues and conflicts with funding agencies.
3. Serves as liaison between the county and outside funding agencies and groups, represents the county on technical committees and participates in meetings and discussions in which decisions affecting county projects are made; evaluates and responds to changes in policies, procedures and other requirements proposed by funding groups with suggestions and recommendations as warranted; monitors funding agency board meetings and prepares and presents formal testimony as required.
4. Assigns, leads, and evaluates the work of subordinate employee(s) and assigns and oversees the work of other technical and clerical support staff as required; participates in the hiring of subordinate employee(s).
5. Prepares or oversees the preparation of state and federal funding agreements, supplements, prospectuses, Regional Transportation Improvement Plan (RTIP) amendments, loan extension requests and all other documents necessary to manage grants/loans; monitors and tracks the disposition of all funding documents and coordinates their status with project managers and funding agencies.
6. May assist and/or coordinate with the budget preparation of the capital program.
7. Serves as a resource to the Public Works Director and other upper level managers and small cities in the county on state and federal funding programs; participates in meetings and discussions, provides information, advice on funding strategies, research, analysis, written reports and recommendations as needed.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

8. Coordinates and plans funding program activities, including the prioritization, planning and scheduling of activities, coordination with other county programs, departments and outside agencies, evaluation of program performance; and the development of policies and procedures to guide program efficiency and effectiveness.
9. Administers existing grant/loan contracts in accordance with all applicable county, regional, state and federal laws regulations and guidelines; researches and gathers up-to-date information relating to transportation and/or surface water funding requirements from a variety of resources and outside contacts; analyzes and interprets information for its impact on county projects and initiates procedures to ensure county compliance.
10. Develops and oversees the implementation and maintenance of data bases and spreadsheets to accurately monitor and track revenues, expenditures, project status, payment vouchers, federal project obligation status and other key program information.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in civil engineering, planning, political science, business administration, public administration or a related field; PLUS, four (4) years of related experience, two (2) years of which has been spent in grant/loan funding; OR, any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work. Experience in a government agency is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the development of public works capital improvement projects;
- funding sources and grant application and documentation procedures;
- state and federal laws and regulations relating to transportation capital improvement programs;
- grant/loan administration practices and procedures.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- take initiative and utilize innovative techniques and ingenuity in preparing grant/loan applications;
- read, interpret and apply laws, rules, regulations and legislation covering transportation capital improvement programs;
- plan, prioritize and coordinate multiple projects;
- establish effective working relationships with county staff, public officials and governmental agencies;
- gather, analyze, synthesize and evaluate a variety of data;
- research and write funding applications;
- communicate effectively both orally and in writing;
- prepare a variety of correspondence, reports and other written materials;
- understand engineering plans, specifications and estimates;
- use personal computers and word processing, spreadsheet and database software.

SUPERVISION

Employee reports to and receives direction from an administrative supervisor. The work requires considerable independent judgment and discretion and is reviewed through meetings and periodic status reports, and by evaluation of the results obtained.

WORKING CONDITIONS

The work is performed in an office environment. Meetings may involve working evenings, weekends or holidays as necessary.

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: June 1987 as R.I.D. Coordinator
Retitled: June 1992 as Funding Coordinator
Revised: April 1996; November 2002; June 2012; November 2012
EEO Category: 2 - Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 – Non-Hazardous

Spec No. 422414