

SNOHOMISH COUNTY JOB DESCRIPTION

REGIONAL GRANTS AND CONTRACT PLANNER

Spec No. 2284

BASIC FUNCTION

To work with Region One partners and Department of Emergency Management staff in the administration of program grants.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, prepares, coordinates and submits application materials for grants to ensure that they are complete and compliant with state and federal guidelines.
2. Acts as the DEM point of contact for audits.
3. Researches and recommends potential grant opportunities to management that enhances the regional planning efforts; prepares and submits application materials.
4. Provides leadership in grant protocols and administration to programs managers; works with project/program managers to develop criteria for sub-grantees, review applications, develop contracts, and plan strategies for current and future disbursement of grant funds throughout the region.
5. Initiates and prepares grant reports, and coordinates with the budget and finance offices to establish and administer grant accounts.
6. Works closely with DEM staff to ensure that appropriate grant tracking systems are in place and effective.
7. Prepares and coordinates progress reports and payment requests with other staff and ensures that they are processed in a timely manner according to contracts.
8. Documents grant application and tracking procedures for the division; develops training materials and trains staff to properly administer their portion of the grants.

STATEMENT OF OTHER DUTIES

9. Provides assistance to other administrative staff as needed.
10. Works in the Emergency Operation Center during emergencies as assigned.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years progressively responsible experience in funding, budget management and administration of large, complex grants; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

Valid Washington State Driver's License is required.

Candidates for employment must successfully pass a criminal background investigation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- accounting principles and practices, including the application of governmental accounting and audit techniques;
- contract planning and development, review, negotiations, administration and management;
- technical writing and proofreading;
- negotiation, project management and project scheduling.

Ability to:

- manage federal, state or private grants;
- deal courteously, professionally and tactfully with internal and/or external regional partners, agencies and the public;
- work effectively as a member of a team and with diverse populations;
- independently prioritize workload, work under pressure with tight timelines and changing priorities, and simultaneously work on multiple grants;
- communicate effectively orally and in writing;
- follow verbal and written instructions;
- operate computer terminals and applied software packages including spreadsheet, word processing and budget management software.

SUPERVISION

The employee reports to the Director.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with travel to off-site locations. Employees are required to serve in the Emergency Operations Center in an operational capacity or at other locations as assigned during exercises, emergencies, or disasters.

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

[EEO policy and ADA notice](#)

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Class Established: January 2006
EEO Category: 2 – Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous