

**CIVIL SERVICE POSITION FOR  
GRANTS & COMMUNITY DEVELOPMENT ADMINISTRATOR**

**DEFINITION**

This is a full-time, professional level administrative position which involves work in the areas of grants, economic development, and community planning to benefit the stakeholders of Tuscaloosa County. This position will be involved in grant research, writing, implementation, and administration in the areas of community development block grants, public safety grants, planning grants, economic development loans and grants, energy grants, various transportation grants, with emphasis on programs dealing with the State of Alabama Department of Transportation, the Federal TEA-21 Program and other related transportation programs. Additionally, other areas of concentration will include historic preservation programs, State Historical Commission requirements as related to various State and Federal grants programs, and other types of grant programs as may be solicited by the Tuscaloosa County Commission or potentially benefit a county provided service. The successful candidate for this position will work under the supervision of the Chief Financial Officer when coordinating financial matters, and the Probate Judge and County Administrator on general project matters.

**Examples of Work to be Performed** (This position may not include all the listed duties nor do the examples cover all the duties which may be performed).

Research various types of grants available and the criteria to qualify for each grant. Specifically, research, conduct surveys, and successfully solicit proposals to secure and administer various Federal and State grants for county projects.

Monitor and manage all financial aspects of county grant projects, with the assistance of the County's Finance Department, to ensure grant accounting procedures are financially compliant and follow federal and state accounting regulations, program guidelines, and procedures. Prepare financial data including grant reports, budget reports, and other documents as required.

Supervise the development, amendment, and interpretation of existing or proposed policies, procedures, and regulations involving various county grant projects and planning efforts.

Develop and maintain master files for all grants. Develop and maintain metrics on all grant activity for periodic review.

Meet with program directors, members of other county agencies, State and Federal agency officials, and other parties concerning application and management procedures for various State and Federal grant programs.

Work with State Department of Transportation officials, County Public Works, and employees in developing proposed road and bridge projects involving State and/or Federal funding assistance.

Work with officials of the Tuscaloosa County Economic Development Authority in the formulation of grant projects, which are designed to improve the quality of life for the residents of the county, and to provide increased job opportunities through the development of various industrial development projects.

Prepare agendas for and conduct various public meetings and hearings in conjunction with the preparation of various types of county applications and the implementation of subsequent programs which receive funding approval, and which may require public input and participation.

Assist with the preparation of news releases, public notices, public appearances, etc., for presentation to the members of the news media, businesses, and grant funding agencies.

Supervise staff as required.

Perform other related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND GENERAL ABILITIES**

Demonstrated proficiency in grant solicitation, preparation, management, and administration. Ability to quantify and meet internal grant productivity reviews and generate new grant opportunities for consideration.

Considerable knowledge of the principles and practices of public administration.

Considerable knowledge of governmental accounting and budgeting, personnel administration, management analysis, and procurement principles and methods.

Ability to communicate effectively, both orally and in writing.

Ability to exercise administrative supervision and direction over a small to moderate number of technical and/or clerical staff.

Ability to establish and maintain effective working relationships with fellow county employees, representatives of various State and Federal agencies, and the general public.

Ability to assist in the development of outlines for the development of various programs and applications for funding assistance.

Ability to conduct public hearings and meetings. Participate in other public functions including County Commission meetings, as needed.

Constructive and cooperative attitude which demonstrates and communicates enthusiasm to the public, County Commission, and fellow employees.

Advanced proficiency with office computers, Microsoft Office suite, and current workplace software and other office equipment utilized in the development of project proposals, financial modeling, grant administration, and employee management.

### **QUALIFICATIONS**

Education: Minimum of bachelor's degree in Accounting, Finance, Public Administration, or a related business field required from an accredited college or university; and supervisory accounting, finance, or work experience which would exhibit knowledge required for the various examples of work which will be performed.

### **WORK EXPERIENCE**

Work experience should include (but not limited to) grant application preparation, community planning, and administration of grants listed under the "Definition" section of this document. Additional work experience includes data collection methods, beneficiary surveys, conducting of public hearings, meetings, and other related experience.