

Polk County Sheriff's Office Job Description
2706 Grants Coordinator

April 19, 1994, Revised October 9, 2006

Position Concept:

The Grants Coordinator researches and applies for federal and state funds.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Grants Coordinator may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Scan agency to identify program needs
- Research grant programs to fit programmatic needs
- Assist in program design
- Develop funding proposals, concept papers
- Research funding support with legislators
- Correspond with *BoCC requesting approval
- Explain contracts and regulations
- Monitor grant-funded programs
- Liaison with grantors
- Conduct research to support grant request
- Assist in strategic plan development

Education, Professional Certification or License:

- Four (4) year college degree with major course work in business administration, public administration, finance, accounting, statistics or a related field
- Valid Florida driver's license

Professional Experience:

- Minimum three (3) years experience in technical research and compiling complex reports
- One (1) year of experience in researching, writing and monitoring of state and/or federal grants is preferred

Status: Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment

Required Skills and Knowledge:

Knowledge of:

- Principles and practices of business administration
- Grant management
- Public sector budgeting
- Grant research and writing
- Computer software

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Ability to:

- Manage concurrent projects
- Manage multiple deadlines
- Accurately respond to grant *RRP's
- Reason logically
- Use clarity of thought
- Use persuasiveness and creativity
- Strive for innovation
- Follow complex directions
- Manage multiple priorities
- Accurately solve problems with minimal supervision
- Foster productive relationships with funding agencies

Skills

- Oral and written communications
- Positive interpersonal relationship
- Advanced computer

Physical Requirements:

- Climb stairs
- Walk
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Manual dexterity
- Speak English understandably

*BoCC: Board of County Commissioners

*RRP's Request for Proposal