

Morrow County Board of County Commissioners

Job Description

Job Title	County Grant Specialist – Workforce Development Coordinator		
Job Series/#	Job Series #305/Job Position Control Number BCC 026		
Job Location	Office of Development	Classification: Unclassified/Exempt	
Reports to	Director of Development	Department	County Commissioners
Date	September 13, 2021	Approved	September 13, 2021

Job Position Control Number: BCC026

Job Series Number: JD305

Job Summary

Under the direction of the Director of Development, prepares, submits and coordinates state and federal grant applications, reporting, and closeouts. Provides coordination of workforce development activities and information sharing with County partners. Promotes/performs positive customer service. Maintains records, journals, prepares correspondence, takes public hearing minutes, researches and prepares documents. Maintains information of a confidential or sensitive nature, filing, receiving payments and processing invoices as required for the Development Office. Assists in maintaining records and performs duties as required in support of Revolving Loan Funds and Development grants. Receives training to assure compliance with all federal, state and local grant regulations and guidelines. As directed, researches and applies for grants in support of the County. Assist with updating the Development Office website and with assigned county social media activities.

Essential Duties and Responsibilities

1. Coordinate activities to support successful grant applications and then properly implement grant activities and subsequent reporting requirements. Examples include Community Development Block grants, FAA Airport Improvement Grants, CARES support grants, American Recovery Program grants, Community Housing Impact & Preservation Program.
2. Develop required grant reports for local, state and federal grantor agencies to ensure compliance with specific grant requirements.
3. Provide technical assistance for grant programs to the business community, chamber of commerce, economic development strategy committee, economic development agencies, and governmental agencies in furthering the County's economic and community development policies.
4. Research and apply for grants in support of Economic Development and Community Development.
5. Updating county development website and social media.
6. Organize and facilitate meetings and hearings for the following local and regional committees: Housing Advisory, Water & Sewer Loan Review, Community Services, Homelessness Prevention and Fair Housing.
7. Establishes and maintains effective work relationships with the business community, advisory groups, other governmental agencies, and citizen groups.
8. Attends and conducts public hearings/meetings in support of grant requirements as the representative of the Development Office to provide information and resolves routine problems; directs the public to the proper authority; attend department head meetings as required.

Additional Responsibilities

1. Maintains knowledge of computer hardware and software programs, which may include Microsoft programs or equivalent, Internet applications, and accounting practices.

2. Abide by the County Personnel Manual and observe other department policies and other inter-office procedures.
 - a. Ensure proper treatment of any revenues received with applications or otherwise.
 - b. Provide positive and prompt customer service to visitors, phone calls and emails.
 - c. Establish and maintain effective working relationships with government officials, other departments, employees, the general public, and board members.
 - d. Knowledge and understanding of Ohio Sunshine laws and Ohio's Ethics Law.
3. Provide direct assistance to the Director of Development:
 - a. Other tasks as assigned.

Qualifications/Skills

Associates Degree recommended and Bachelor's degree preferred, plus four (4) years' experience in county government, community development, social services or other related fields. Valid Ohio Driver's License; Notary commission recommended but not required.

Specific Job Skills Knowledge of:

- Modern principles and practices of community and economic development.
- Grant administration, policies and procedures to maintain compliance.
- Thorough understanding of Ohio Ethics and Sunshine Laws.
- Local, state and federal laws and procedures related to community/economic development.
- Current issues, situations, and conditions relative to regional, state, and federal issues that affect county operations.
- Fiscal practices and budgeting.
- Structure and operation of county & municipal government.
- Organizational and management practices; Project management techniques.
- Research methods and procedures; Grant research and preparation.
- Methods and techniques to increase business and community involvement.
- Budget, budget preparation, and basic governmental accounting principles.

The following General Skills are required:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Learn website content management software and social media practices.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Must be able to work independently with limited supervision and in a team environment.
- Ability to maintain effective working relationships with other staff and the general public.
- Ability to maintain confidential information and safeguard sensitive personal information.

Equipment: personal computer, copier, fax machine, binding machine, mail machine and calculator. (examples only and are not intended to be all inclusive)

Note: This position description in no manner states or implies that these are the only duties and responsibilities to be performed.

I have read and understand the above Job Description.

Employee Signature, Name & Date

Supervisor Signature, Name & Date