



## COMMISSIONERS' COURT AGENDA ITEM

**Meeting Date:** 06/14/2010

**Prepared by:** Betsy Keller, HR Director

### **Description:**

Approve and authorize the recommended changes to the job description from Grant Writer to the Grants Administrator position.

### **Background:**

During budget hearings for fiscal year 2010, it was discussed that the Grant Writer position was to be transferred from Community Development to the Council of Judges. However, it was also decided that HR would evaluate the position and its duties in order to recommend a more appropriate job title. After review from the new supervising department the position has a title change from Grant Writer to Grant Administrator and some minor duty changes. It will remain a P13, which will be no impact to the budget. The job description was approved by Civil Service on June 1, 2010.

Reasons that support this option include:

The primary duties the Grant Administrator position is required to perform is overseeing the administration of grant proposals for various programs for the courts. Grant writing is included in those duties.

**EL PASO COUNTY  
JOB DESCRIPTION**



**GRANT ADMINISTRATOR**  
**Council of Judges**

**Summary of Position**

The Grant Administrator works under minimal supervision researching, identifying, and overseeing the administration and writing of grant proposals for various programs for the courts.

**Organizational Relationships**

Reports to: Executive Director

**Directs:** This is a non-supervisory position; however, may provide advisory oversight to others regarding grant administration

**Other:** Has frequent contact with county department heads and staff, attorneys, state, local and federal, and private grant awarding agencies.

**Essential Duties**

Provides Court personnel with information regarding funding needs that can be met through third party funding resources;

Researches federal, state, and local government resources as well as private foundation grant offerings to identify those requests for proposals that can support Court programs and activities;

Analyzes grant opportunities for effectiveness, and efficiency and value and makes recommendation based on the analysis;

Develops, writes, and edits grant proposals that support Court programs and activities;

Performs contract management of those grants that have been awarded to the County;

Provides technical assistance to Court staff in responding to federal, state and local government requests for proposals as well as private foundation grant offerings;

Maintains communication with federal, state and local government officials and representatives of private foundations to ensure that Court program funding needs are known and communicated on a regular basis;

Oversees and maintains a grant funding resource database to help Court employees plan and prepare for

funding opportunities;

Provides technical guidance to staff in meeting progress and final reporting requirements for each grant;

Prepares annual recommendations to Council of Judges for short and long-term fund development strategies;

Provides technical assistance as requested;

Prepares monthly report on status and milestones of all court grants;

Performs related work as required;

Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

### **Other Important Duties\***

Performs such other related duties as may be assigned.

### **Minimum Requirements: Knowledge, Skills, and Abilities**

*Knowledge of:* principles and practices of grants writing and grants management; principles and practices of contract administration; public and private grant resources; office management techniques; procedures and methods including computer keyboard operation; English usage, grammar, punctuation and spelling;

*Skill/Ability to:* prepare clear and concise reports and proposals; effectively administer grant agreements; understand and carry out oral and written instructions precisely; maintain confidentiality of information; establish and maintain effective and cooperative working relationships with those contacted in the course of work;

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Maintain strict confidentiality;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the County's commitment to customer service excellence

### **Acceptable Experience and Education**

Bachelor degree in Public Administration or a related field and three years of experience in grant writing and administration;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **Certificates and Licenses Required**

None applicable

### **Physical Demands**

Incumbents work in an indoor environment; must be able to perform tasks requiring both sitting and standing for extended periods of time, and may require walking for short periods at a time; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; lifting and/or carrying of light to moderate equipment/supplies weighing up to 10 pounds; emphasizes speech, hearing and vision, requires hand and finger dexterity sufficient to use computers and standard office equipment to perform assignments.

### **Work Environment**

This position is in an office environment with average noise level. The incumbent may be required to drive to other locations.

**The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.**

### **Job Location** (Place(s) where work is performed)

Various El Paso County locations

### **Equipment** (Machines, tools, etc., used in job performance)

- Computer
- Various office equipment
- Various software applications
- Other equipment related to job performance

**THE COUNTY OF EL PASO, TEXAS  
PHYSICAL REQUIREMENTS AND CONDITIONS**

<u>Physical Requirement</u>	<u>Degree</u>
Hearing Acuity:	low/ <b>average</b> /sharp
Visual Acuity:	rough/ <b>average</b> /precision
Visual Color Acuity	<b>low</b> /average/high
Manual Dexterity:	<b><u>To accomplish duties as stated in job description</u></b>
Operate Moving Equipment:	<b>no</b> /yes
Operate Vehicles:	<b>no</b> /yes
Environment:	<b>office</b> /field
Extremes:	<b>low</b> /average/high
Noise:	low/ <b>average</b> /high
Chemicals:	<b>low</b> /average/high
Confined Space:	<b>low</b> /average/high
Heights:	<b>low</b> /average/high
Uneven Terrain:	<b>low</b> /average/high
Other Special Physical Requirements:	<b><u>Ability to communicate orally and in written form</u></b>

The minimum physical qualifications for the above job are listed below. This information shall be used to establish a minimum standard of the evaluation of applicants for positions in the job classification and in reviewing the capabilities and physical restriction of employees returning from Industrial and Illness Leaves of Absence.

In an 8-hour workday an employee can be expected to:

(Note: Rare = 1-10% Occ.=11-33% Freq.=34-66% Cont.=67-100%)1

On the Job You:	Never	Rare	Occ.	Freq.	Cont.
Bend/Stoop		X			
Squat		X			
Crawl	X				
Climb		X			
Reach above shoulder level			X		
Crouch		X			
Kneel		X			

*\*In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*

**Job Title:** Grant Administrator **Job Code:** 109320 **Pay Grade:** P-13 **FLSA Status:** Exempt

Sit					X
Push/Pull		X			

Weight limitations: Indicate frequency (Never, Occ. Freq., Cont.)

Active/lbs	0-10	11-24	25-34	35-50	51-74	75 -100	>100
Lifting	OCC.	OCC.	OCC.	NEVER	NEVER	NEVER	NEVER
Carrying	OCC.	OCC.	OCC.	NEVER	NEVER	NEVER	NEVER
Push/Pull	OCC.	OCC.	OCC.	NEVER	NEVER	NEVER	NEVER

**Approved:**

\_\_\_\_\_  
Elected Official/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

**History**

Revised: 10/26/2009-budget; 10/2009 this position was under County Judge and has been changed to report to Council of Judges; Title change from Grant Writer to Grant Administrator; other minor changes to job description: format, department, who to report to, minimum requirements (KSA)

Previous job code: 079400

Civil Service approved: 06/01/2010

\_\_\_\_\_  
Received by: Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department