



JOB DESCRIPTION

JOB TITLE: Grant Administrator

DEPARTMENT: Administration

SUPERVISOR: Chief Clerk

Grant Administrator

GENERAL DESCRIPTION

The Grant Administrator is responsible for researching, identifying, developing, and administering grant opportunities that support Potter County's strategic goals, programs, services, and capital improvement initiatives. Working under the collaboration and direction of the Chief Clerk and the Commissioners, this position coordinates countywide grant activities, prepares and submits grant applications, monitors compliance requirements, and manages reporting throughout the life cycle of awarded grants.

The Grant Administrator serves as a liaison between County departments, funding agencies, municipalities, community organizations, and other stakeholders to maximize grant funding opportunities and ensure successful implementation of funded projects.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

The following duties are representative of the position and are not intended to be all-inclusive:

- In conjunction with the Chief Clerk, Commissioners and the GIS/Planning and Community Development Director, research and identify federal, state, local, and private grant opportunities that align with Potter County's programs, services, infrastructure needs, and strategic priorities.
- Coordinate countywide grant funding proposals in collaboration with County departments, municipalities, nonprofit organizations, and community partners.
- Evaluate the feasibility of grant opportunities and provide recommendations regarding eligibility, competitiveness, fiscal impact, and administrative requirements.
- Assist departments in interpreting grant guidelines, regulations, and requirements and provide technical support throughout the application process.
- Develop, write, compile, and submit grant applications, narratives, budgets, supporting documentation, and required attachments in accordance with funding agency requirements.
- Monitor grant deadlines and maintain a comprehensive grants calendar to ensure timely submissions and reporting.
- Establish and maintain positive working relationships with funding agencies, grant administrators, County departments, municipalities, community organizations, and other stakeholders.



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- Prepare and submit required fiscal, programmatic, performance, and compliance reports for awarded grants.
- Monitor grant-funded projects to ensure compliance with all applicable federal, state, local, and funding agency regulations.
- Coordinate procurement activities, bid advertisements, public notices, and other grant-related requirements in accordance with funding agency regulations and County policies.
- Present grant opportunities, project updates, and funding information to County Commissioners, advisory boards, community groups, and public meetings as required.
- Serve as the primary liaison between funding agencies and County departments to facilitate efficient grant administration and project implementation.
- Collaborate with the GIS/Planning/Community Development Director to provide technical assistance and grant development support to municipalities, nonprofit organizations, and community partners.
- Develop and maintain a comprehensive library of grant resources, funding agency requirements, templates, forms, and reference materials.
- Track grant activity and prepare monthly reports for the Planning Director detailing grants researched, submitted, awarded, pending, and completed.
- Participate in professional development opportunities, training programs, workshops, conferences, and seminars related to grant writing, grant administration, and community development.
- Assist with special projects and perform other duties as assigned by the Chief Clerk.

KNOWLEDGE AND ABILITIES:

Interpersonal Skills

- Maintains confidentiality.
- Demonstrates professionalism and diplomacy.
- Works effectively with diverse groups and stakeholders.
- Listens actively and respectfully to others.

Oral Communication

- Communicates clearly and effectively.
- Delivers presentations and public information confidently.
- Participates constructively in meetings and discussions.

Written Communication

- Produces clear, concise, and professional written documents.
- Demonstrates strong grant-writing and technical-writing skills.
- Reviews work carefully for accuracy, grammar, and completeness.

Teamwork

- Collaborates effectively with departments and external partners.
- Supports organizational goals and initiatives.
- Contributes positively to team efforts.



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Professionalism

- Demonstrates accountability and integrity.
- Exercises sound judgment and discretion.
- Represents Potter County in a professional manner.

Quality and Attention to Detail

- Ensures accuracy and completeness of work.
- Meets deadlines consistently.
- Monitors compliance and project outcomes effectively.

Organizational Skills

- Manages multiple projects and deadlines simultaneously.
- Prioritizes tasks efficiently.
- Maintains organized records and documentation.

QUALIFICATION REQUIREMENTS

EXPERIENCE AND TRAINING:

- Minimum of a BA or BS degree, or equivalent years of experience and training.
- Experience with, grant administration, and/or project management preferred.
- Proficient verbal and written communication skills.
- Must have excellent computer skills; expertise with Microsoft Office and PDF Software.



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PHYSICAL REQUIREMENTS:

- Ability to meet deadlines.
- Ability to sit for extended periods of time.
- Ability to frequently stand and walk.
- Normal manual dexterity and hand-eye coordination.
- Corrected hearing and vision to normal range.

ADDITIONAL REQUIREMENTS:

- Possession and maintenance of a valid Pennsylvania driver’s license
- Able to travel if required

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35-hour work week; Overtime as needed and approved by direct supervisor.

PAY RATE AND BENEFITS: Base Rate set by the Potter County Salary Board
Benefit Package as approved by the Potter County Commissioners