

AGENDA ITEM

Staff Report

TO: Board of County Commissioners
FROM: Chanda Johnson, Human Resources Director
CC: Ray Rears, County Manager
DATE: June 7, 2022
ITEM: Position of Grants Manager
NEXT STEP: Decision Requested

ORDINANCE
 MOTION
 INFORMATION

I. REQUEST OR ISSUE:

The County has identified a need for a Grants Manager to oversee the lifespan of grants awarded to Gilpin County. This is a budgeted position in the County Managers office.

Reporting to the County Manager, and partnering with departmental staff, the Grants Manager directs and manages the proposal process to ensure timely, compliant and accurate submissions. This includes budget development; interpretation of sponsor requirements; expert subject matter expertise in grants and contracts and strategic advice, as well as institutional review ensuring that proposals meet criteria. The Grants Manager is the institutional representative for the County, through the life of the award from inception to closeout.

II. RECOMMENDED ACTION / NEXT STEP:

Recommend approving the Grant Manager position at salary grade 18. Based on recent salary data from Employers Council – 2022 Public Employers Survey, the average range for a grants position ranged from an average minimum to maximum of \$56,247 - \$76,983.

Filling this position would allow for one critical contact to work with departments, the County Manager and the Board of County Commissioners to ensure grant application is consistent, fair and the county maintains compliance with grant criteria and oversight.

Gilpin County - Pay Structure - Jan 2022					
(narrowed lower ranges - 4.5% increase over 2020)					
Grade	Min	Mid	Max	Range Spread	Midpoint Distance
16	\$45,245	\$54,294	\$63,343	40%	10%
17	\$49,770	\$59,724	\$69,678	40%	10%
*18	\$54,747	\$65,696	\$76,646	40%	10%
19	\$60,222	\$72,266	\$84,310	40%	10%
20	\$64,892	\$79,492	\$94,093	45%	10%

III. FISCAL IMPACTS:

	Min	Mid
Grade 18	\$54,747	\$65,696
Annual Cost Increase	\$54,747	\$65,696

V. LEGAL ISSUES:

None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None.



**GILPIN COUNTY
JOB DESCRIPTION**

JOB TITLE
Grant Manager
Department: Managers Office
Immediate Supervisor: County Manager
Supervises: None
Pay Grade: 18 - \$54,747 - \$76,646
Hiring Range: \$54,747 - \$65,696 - depending on experience
Status: Full-Time (40-hours per week)
Effective Date: June 7, 2022
Classification: Non-exempt / eligible for overtime
Primary Place of Work: Old Courthouse – 203 Eureka Street; Central City, Colorado
Remote Work: Rare - Subject to Supervisor Discretion

JOB DESCRIPTION: Grants Manager

Primary Responsibility: Reporting to the County Manager and partnering with departmental staff, the Grants Manager directs and manages the proposal process to ensure timely, compliant and accurate submissions. This includes budget development; interpretation of sponsor requirements; expert subject matter expertise in grants and contracts and strategic advice, as well as institutional review ensuring that proposals meet criteria. The Grants Manager is the institutional representative through the life of the award from inception to closeout. The Grants Manager is a professional staff member, promoting a collaborative model of stewardship among staff.

The Grants Manager uses skills as a seasoned, experienced research administrator to independently develop and / or oversee research proposals, awards and / or transactions related to contract and grant management and maintains contract and grant records in compliance with policies. Work on proposals and awards of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by County Manager or the Board of County Commissioners. Works on complex proposals and awards that may involve multiple stakeholders and / or multiple sub awards. Guides less experienced staff.

Duties:

The duties listed below are representative of, but do not necessarily include, all the duties and responsibilities that an individual in this position may be called upon to perform.

General

1. Ability to work in a professional, cooperative, friendly and informative manner with the public, visitors and local, state, federal, non-profit or for-profit organizations.
2. Works under the direct supervision of the County Manager. While some independence of action is required, circumstances outside of normal routine are referred to the County Manager.
3. Office hours are from 8 am to 5 pm Monday through Friday. Evenings and weekends maybe required as needed.
4. Understanding and acceptance of legal, ethical and professional rules of conduct for public sector employees.
5. General understanding of applicable State and Federal statutes, rules, codes and regulations and where to access them.
6. Mathematical skills for budget preparation and cost benefit analysis.

Grant Management

- Ensure that the grant and cooperative agreements are consistent with relevant Federal, State or other grantor grant and cash management regulations. Ensures that all statutory and administrative requirements and grant conditions have been met, both financially and administratively, during the closeout of grant programs.
- Analyze and resolve complex issues related to the financial and administrative aspects of grant programs. Ensure grantee expenditure of funds is in accordance with current Federal, State laws and regulations and policies and practices.
- Resolve grantee administrative and internal control deficiencies disclosed in external financial and compliance audit
- Performs reviews of the financial and administrative operations of grantees either on-site or through desk monitoring reviews, and offers technical assistance as needed.
- Write and edit grant analysis documents and agency decisions, prepares staff papers, briefs management officials, and provides advice and policy guidance, training and technical assistance. Communicates with a variety of levels of the organization to present information, defend rationale, negotiate with and persuade the audience, respond to questions, and provide feedback or information in different types of situations to different types of audiences.
- Contributes to community success by welcoming related, different, and new requests; helping others accomplish job results.
- Develops County-wide grants management system and database; develops presentations of composite data; and perform comparative analyses of fiscal and operational performance data.
- Develops County-wide grants policies and procedures, and provides oversight and guidance to Departmental staff on grants application, administration, reimbursement, and tracking processes to ensure grant compliance including resolving any issues or conflicts with funding agencies.
- Maintains a monthly report regarding County-wide grants activity, funding, and reimbursements status.

- Conducts ongoing research for new grant funding sources. Provides timely advice and information on grant funding opportunities, requirements, deadlines, desired collaborations, and procedures.
- Facilitates County-wide grant management meetings and training.
- Coordinates grant writing and submission with County departments; oversees, monitors, and tracks grants performance and expenditure data to ensure compliance with grantor requirements; maintains reporting schedules; and monitors grant balances and provide reports.
- Develop and write County-wide grant applications, and complete financial and reporting requirements of awarded grants that span multiple County departments.
- Tracks and meets all grant deadlines, ensuring timely submissions, reporting and closeout on time.
- Mathematical skills for budget preparation and cost benefit analysis.
- Excellent project management skills and ability to prioritize work and resources.
- Excellent skills in organization and time management
- Thorough understanding of effective grant writing techniques.
- Advance understanding of effective grant writing techniques.
- Principles, methods and practices of public administration, contract and program management and local government budgeting, and statistics.
- Research techniques, methods and procedures.
- Excellent project management skills and ability to prioritize work and resources.
- Excellent skills in organization and time management

Ability to:

- Coordinate projects for maximum efficiency and monitor progress towards desired objectives.
- Analyze administrative and operational data and issues; interpret policies and regulations; evaluate alternatives; and recommend changes based on findings.
- Analyze, interpret and report complex research and analytical findings in clear, complete and logical form to county staff and the community.
- Demonstrate self-motivation and decisional capacity to resolve issues in accordance with workplace and county policies.
- Communicate with strong interpersonal, verbal and written communication skills. Effectively communicate and interact with all levels of the organization; and the ability to listen.
- Work efficiently and effectively as a team member. Establish and maintain effective working relationships with other employees, vendors, public officials, government agency representatives, and the public.
- Recognize, investigate and analyze a variety of complex problems and make effective recommendations for solutions and determining funding needs.
- Gather pertinent facts, make thorough analyses and arrive at sound conclusions and projections.
- Work with and maintain the confidentiality of sensitive information.
- Perform professional analytical work in support of assigned department and programs.
- Be creative when working with details to align projects with long term goals and visions.
- Work independently with direction.
- Self-motivation in resolving issues without awaiting a directive.

- Interpret financial data and prepare budgets and financial grant reports.

Managers Office Cross-training and Other Functions:

- Facilitate the needs of the Board of County Commissioners, their meetings and activities.
- Assist in facilitating, preparing written documents, researching and presenting new topics as needed for Board of County Commissioner meetings.
- Able to work within a small team and be prepared to fill-in adequately, on a-as-needed or extended basis to address administrative functions, including administrative support.
- Interest in the theory, principles, or practices of civics.
- Involvement with special projects, or work product of a potentially sensitive and confidential nature at the direction of the County Manager, which require non-disclosure.
- Performs other duties as assigned.

Qualifications (Knowledge, Skills and Abilities)

1. Experience and Work Ethic

- Superior proficiency in the use of English for written and verbal communication skills in dealing with the Community Development Director, peers, contractors, subordinates and the public including the ability to read, understand, and explain city policies and ordinances' relative to the position.
- Exceptional problem-solving and conflict resolution skills.
- Ability to exercise professional judgment and organization skills.
- Creativity and ability to remain flexible in a changing environment while meeting required deadlines.
- High degree of ethics and integrity.
- Interest in ensuring County codes are adhered to regardless of personal feelings or relationship associated with individual matters.

2. Technology

- Experience in effectively using computer hardware, peripherals, and standard computers software programs. Willing to learn new duties and technology-related skills as required and/or needed.
- Advance understanding of effective grant writing techniques.

3. Civic Minded

- Must possess strong community interest, while understanding the City government organization, function, policy rules and regulations.
- Ability to work effectively both independently and as a team member.
- Ability to be innovative and creative in management of financial resources in an often changing and challenging environment.
- Attends and actively participates in meetings, while using good judgment when necessary.
- Ability to present professionally to large and small groups publicly, while representing the interests of the County.
- Ability to review and evaluate operating procedures and recommend improvements.
- Use of professional and personal discretion to protect the City from any actual and/or perceived appearances of impropriety.
- Applicate Federal, State and local laws, codes and regulations.

4. Personal Responsiveness

- a. Ability to establish and maintain effective working relationships with co-workers, elected and appointed officials, businesses, the general public and with the ability to communicate effectively.
- b. Self-directed and self-motivated in job-related tasks.
- c. Commitment that employment with the County is primary to all other forms of employment.
- d. Be punctual and prompt for work and meetings.
- e. Locate, organize, and retrieve department records and files in a timely fashion.

5. Education / Licensure

- a. Graduation from an accredited four-year college or university with a Bachelor's degree; A Master's degree is preferred.

AND

A minimum of one (1) year of experience working in similar role. Work with a local or state government is preferred.

Valid Colorado Driver's license (or the ability to receive one within 6-months of employment) with a safe driving record.

Must possess FEMA IS100 and IS700a within six months of employment. (Training provided after hired)

OR

Any combination of experience and education that would provide the required abilities, knowledge and skills as determined by Gilpin County may be substituted for the requirements above.

Mental/Physical Demands:

- Perform a wide variety of physical tasks such as bending, stooping, standing, walking at an incline or on level surfaces, and climbing stairs.
- Lift and carry materials and custodial equipment weighing up to 50 pounds; in excess of 50 pounds with assistance.
- Work in inclement weather.
- See handwriting, contracts, enter and review data while reading proficiently.
- Clearly written communication.

Benefits Statement: Benefits begin 1st of month following 30 days of employment.

- Gilpin County values the contributions each employee makes every day towards the success of the organization and community. Fulltime Employees Medical, Dental and Vision coverage is fully paid by the county, with the county covering the vast majority of a qualified spouse/family costs. County pays for all of the family vision medical coverage costs. We offer 13 paid holidays annually. Vacation accrues at 3 - 8 hours bi-weekly, with an increase to 4 hours after your first year, to a max of 208 hours of rollover. Thirty additional hours of personal leave per year, prorated based on start date. Sick leave accrues bi-weekly at 4 hours to a maximum of 600 hours. Mandatory 5% contribution with a 5% County match into a 401(a)-retirement plan, voluntary 457(b) plans available, beyond standard 6.2% Social Security employee/employer contribution. Employee Assistance Plan, short-term disability, long-term disability, long term care, and a \$50k life insurance policy provided at no cost to a fulltime employee. Supplemental employee and dependent plans for life and long-term care available for employees to participate. Gilpin County Parks & Rec discounts of 20% off some services to all employees

I, _____ have read the above job description for the Gilpin County Grant Manager To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date

The above statements are intended to describe the general nature and level of work. They are not intended to be an exhaustive list of requirements, duties and responsibilities. Gilpin County provides reasonable job-related accommodations for disabled persons. Must pass drug screen and pre-employment screening.