



**EMPLOYMENT OPPORTUNITY  
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS  
QUINCY, FLORIDA**

**JOA No. 24-054**

**Date Posted: November 15, 2024**

**Grants and Contracts Coordinator**

**OMB**

**Starting Salary: \$58,854.00 Annually**

**Position Closes: November 29, 2024**

**\*\*\*BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT\*\*\***

This position involves coordinating grant activities, assisting with contracts, RFP's, RFQ's and tracking deadlines, and supporting program staff in securing funding to advance the County's mission.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Assist in the research of various types of grants available and the criteria to qualify for each. Discusses available sources of funding with administrative managers. Compiles necessary information for the application process through collaboration with other employees, database research, and other fact-finding actions and meetings. Drafts and completes grant applications according to application requirements. Ensures grant is submitted on time and within application parameters. Completes all documents, forms, or reports required by the grant. Coordinates the monitoring and evaluation of programs and projects that are funded by grants. Develops and maintains master files on grants and paperwork connected to programs funded by grants. Assist with contracts, RFP's and RFQ's. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding. Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations. Excellent verbal and written communication skills. Thorough understanding of effective grant writing techniques. Proficient in Microsoft Office Suite or related software. Extremely organized and meticulous with details. Excellent project management skills and ability to prioritize work and resources. Ability to interpret financial data and prepare budgets and financial grant reports. Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in related field. At least five years of experience in assisting in grant writing, and contracts is highly preferred. Some experience may be substituted with bachelor's degree. Knowledge of federal, state, and local grant requirements. Strong organizational skills with the ability to manage multiple projects and deadlines.

Persons who need assistance to participate in the application process should contact the hiring authority in advance of the closing date. Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ 850-875-8648 or 850-627-5334 regarding questions about the position. Apply online at <http://www.gadsdencountyfl.gov>

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/VETERANS PREFERENCE EMPLOYER  
Drug Free Workplace**