

POSITION: Grant and Contracts Specialist
DEPARTMENT: Health
WORK SCHEDULE: 35 Hours/Week
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2023 **STATUS:** Full-time Salaried

DATE REVISED: **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

The County of Porter provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Grant and Contracts Specialist for all divisions of the Porter County Health Department, responsible for the tracking of invoicing and reporting for all current state and federal grants; providing assistance as needed with writing for grants; developing and maintaining sub-grant and contract program and funding opportunities.

DUTIES:

Reports to Administrator. Tracks all current state and federal grants received by the health department and works with staff to ensure timely invoicing and reporting is maintained.

Assists in grant writing as requested/necessary.

Works as part of a team to evaluate assessed core service needs in Porter County and develop sub-grant and contract programs/funding opportunities.

Posts notification of sub-grant and contract programs and funding opportunities on department webpage and responds to any pre and post-application inquiries in a timely manner.

Works as a part of a team to evaluate sub-grant and contract applications and award sub-grants/contracts.

Manages all sub-grants and contracts ensuring timely invoicing, invoice payment, and reporting.

Serves as health department program contact for all sub-grant/contract recipients.

Measures sub-grant and contract reporting against key performance indicators and generates reports that accurately demonstrates trends and patterns.

Refers variance trends to Administrator and Health Officer for review and action.

Prepares reports for review by the Administrator and Health Officer.

Attends and participates in health department, board of health, county commissioner and county council meetings as required and is responsible for position appropriate follow-up items that may result.

Adheres to regulatory agency requirements, survey process and compliance.

Complies with established organization and department policies.

Responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Business, Management, Finance or related field, or an equivalent combination of education and experience.

Three to five years' experience working with budgets, fund accounting, cost reimbursable contracts, and grant based funds. Successful grant writing experience is a plus.

Requires experience in contract administration, including contract agreements, budgeting, and fiscal management.

Requires general knowledge of public health needs and the ability to work in a team environment to develop cost reimbursable contract and sub-grant programming.

Requires ability to review and interpret grant contracts for proper invoice and report tracking.

Requires effective analytical and problem-solving techniques.

Requires good listening and organizational skills and great attention to detail.

Requires well developed interpersonal skills necessary to promote and maintain cooperative, courteous, and sincere relationships with co-workers, physicians, staff, and community partners.

Requires ability to effectively communicate orally and in writing with co-workers, other county departments, Indiana Department of Health and other state agencies/departments, physician and clinic offices, community partners, government representatives, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Requires ability to maintain confidentiality of department and patient information and records according to state requirements.

Requires ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Requires ability to competently serve the public with diplomacy and respect, including de-escalation of difficult encounters.

Requires ability to properly operate standard office equipment, including computer and related software, printer, typewriter, calculator, copy machine, telephone, and laminator.

Requires basic knowledge of Microsoft Office programs, the Internet, and other word processing and spreadsheet software.

Requires ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Requires ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Requires ability to occasionally work weekend, extended and/or evening hours, and travel out of town, sometimes overnight, for conferences and training seminars.

Requires ability to respond to emergencies from off-duty status.

Requires possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OR WORK:

Incumbent performs duties according to customary practices and procedures of department and local, state, and federal guidelines dealing with a wide variety of situations and individuals. Work is accomplished according to generally accepted, but not always clearly applicable, guidelines calling for judgment in determination of the most pertinent guidelines to apply to particular problems and situations.

III. RESPONSIBILITY:

Incumbent utilizes well developed communication skills and knowledge of grant and contract management to track current federal and state grants for timely invoicing and reporting and to develop, assist in issuance, and maintain department sub-grant and cost reimbursable contract programs. General instructions are given by supervisor and work is reviewed for overall soundness.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, Indiana State Department of Health, and other state agencies/departments, physician and clinic offices, community partners, and elected and appointed government representatives, for the purpose of developing and maintaining sub-grant and cost reimbursable contract programs in order to ensure that all residents of Porter County have access to all core public health services.

Incumbent reports directly to the Health Department Administrator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, lifting/carrying objects weight under 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile individuals.

Incumbent may occasionally work weekend hours, extended and/or evening hours, and may travel out of town, sometimes overnight, for conferences and training seminars. Incumbent may be asked to respond to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Grant and Contracts Specialist for the Porter County Health Department describes the duties and responsibilities for the employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for the reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature Date
