

RECRUITMENT ANNOUNCEMENT

Grants Administrator County Council

**\$46,337 annually (minimum)
(FULL-TIME w/BENEFITS; 8:00 AM – 5:00 PM)**

APPLICATIONS ARE AVAILABLE ON-LINE AT www.berkeleywv.org OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 8:00 AM-5:00 PM, APPLICATIONS MAY BE RETURNED IN PERSON OR AT grantadmin@berkeleywv.org. APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, TUESDAY, OCTOBER 3, 2017.

KIND OF WORK:

Responsible for researching, applying for and administering Federal and State grants for Berkeley County and affiliated entities.

EXAMPLES OF WORK:

1. Develops a network from which grants are available, reviews grants for type of grant and meets with department heads/constitutionally elected officials to prepare grant application.
2. Ability to access and interpret the federal business opportunities and federal contracts.
3. Works with Federal and State granting authorities in the administration of grants to include timely disbursements of funds.
4. Prepares and maintains detailed grant reporting information as required.
5. Checks to see that quarterly reports are filed on a timely basis and deposits grant money received for these requests.
6. Reviews grant projects and supplies information (files) to County Auditor for single audit and meets with State and Federal auditors on grant projects. Prepares all grant confirmations for the audit.
7. Consults with outside agencies to build frameworks for potential partnerships.
8. Develops a framework for state grant funding to be administered through sub-recipients.
9. Reviews monthly reports, prepare letters and other documents, and mails to State and Federal agencies. Creates orders for establishment of grant funds.
10. Prepare reimbursements for grants from received invoices and follows up with Finance Department and collaborating departments/agencies to ensure that funds are received.
11. Ensures budgets are followed and drawdowns are completed expeditiously in order to avoid de-obligation of funds.
12. Prepare and maintain detailed grant reporting information while ensuring reports are filed in a timely manner.
13. Confirm that financial and legal guidelines are followed in accordance with federal and state regulations.
14. Reviews County Council weekly minutes for approved grant related transfers and checks to see if transfers have been sent to the Finance department.
15. Attends County Council meetings when any grants are discussed.
16. Prepares budget increases for each state and federal grant. Assigns internal grant/program number.
17. Attends grant workshops and training classes required by granting agencies.
18. Performs related work as required.

QUALIFICATIONS AND REQUIREMENTS:

1. Any combination of education and experience equivalent to a bachelor's degree in business, accounting, public administration or political science.
2. Demonstrated knowledge or training in grant program, community development and/or economic development initiatives.
3. Demonstrated budgeting experience or training, with exposure to Federal and State grant financial reporting requirements.
4. Ability to synthesize thoughts/ideas between diverse collaborating agencies and translate into effective written and verbal communication with funding agencies, government officials, etc.
5. Proficient personal computer skills using spreadsheet and word processing software.
6. Excellent verbal and written communication skills.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is

required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Office of the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- o an evaluation of training and experience
- o personal and/or group interview
- o written and/or spoken examination(s)
- o performance test(s)
- o a background investigation
- o a physical examination*and
- o a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid two (2) times per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:

- o Regular full-time employees are required to participate in the West Virginia Public Employee Retirement Plan
- o Life Insurance is available to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.
- o Several deferred compensation programs are available.
- o Direct deposit mandatory.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER