

VACANCY ANNOUNCEMENT

JOB TITLE: Grants and Special Projects Coordinator

POSTING DATES: 9/23/19 – Until Filled

WORK LOCATION: LaBelle, Florida

PURPOSE OF JOB:

Develop and submit grant applications for Hendry County, to include but not limited to the coordination, project administration and compliance once a grant is approved.

DUTIES AND RESPONSIBILITIES:

Research and identify grants that would develop Hendry County and agencies.

Collect information and generate reports to meet grant qualifications and deadlines.

Develop and submit successful grant applications.

Oversee the incentive programs from local, state, or Federal Government.

Develops and administers project contracts, leases and agreements as needed for grant and project administration.

Assumes day-to-day coordination and management of special projects as assigned by the County Administrator, which may include construction projects.

Prepares timely reports to funding agencies as required.

Assists the Company in any necessary duties to achieve Company goals

Performs other related duties as assigned.

Responds to work during a declared state of disaster.

Publishes emergency and related public information and performs related duties as secondary backup to Community and Legislative Coordinator.

MINIMUM QUALIFICATIONS

Bachelor degree preferred; equivalent experience may substitute.

Minimum of one (1) year of experience in related field required.

Knowledge of Federal, State and Local laws pertaining to grants, contracts and contract administration preferred.

Must be able to analyze and interpret grant contract terms and conditions.

Must be able to communicate effectively, both orally and in writing.

Must be able to establish and maintain effective working relationships with County Officials, external agencies, subordinates and the general public.

Must be skilled in the efficient operation of a computer and use of Microsoft Applications i.e. Word, Excel, Access etc.

Must be able to comprehend, speak and write the English language.

HOURS OF WORK:

40 hours per week as scheduled.

STARTING PAY RANGE: Rate of pay depends upon experience and/or certifications. This is a full-time salary position that includes County medical benefits and State Retirement.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference](#) form to:

Audelia Bustamante
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF
DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED
PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT
THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.