



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B0325	Title:	Grant Writer
Pay Group:	B0325	Department:	County Auditor
FLSA Status:	Exempt	Reports To:	County Auditor
Approved Date:		EEOC Category:	Professionals

General Summary:

Research and prepare grant proposals for multiple county functions. Grants could require collaboration with state or federal agencies as well as various county offices. Research needs and incorporate those needs into the grant proposal. Assist with implementation of awarded grants including program reporting and structure.

Essential Duties:

Research and identify new government, corporate, foundation and private funding prospects to match County priorities;

Generate high quality proposals, narratives, applications and supporting documents in respond to solicitations consistent with policies and procedures of Brazos County, and the requirements and guidelines of the funding agencies;

Maintains primary responsibility for grant program schedules and tracking grants;

Serves as liaison to all funding agencies and organizations for program requirements;

Works with appropriate personnel in other County offices to research, develop, write and submit letters of inquire, concept papers and grant proposals;

Coordinates and follows-up on the progress of submitted proposals;

Coordinates with colleagues in Auditor's office and Budget Office to create income and expenditure budgets for proposals;

Responsible for communicating grant proposal to Commissioner's Court.

Responsible for reviewing and complying with Uniform Grant Management Standards from the State of Texas as well as federal grant standards.

Responds to requests and questions from Commissioners' Court, elected officials, department heads, vendors, and funding agencies;

Remains up-to-date on current issues relative to grant proposals;

Inform staff and answer questions regarding allowability of proposed expenditures related to specific grants;

Gather and maintain data on various economic, demographic and functional topics and systems.

Other Duties as assigned.

<i>Supervision</i>	
Received:	From County Auditor
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	Bachelor's degree, two to three years grant writing experience or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	
<i>Experience</i>	
Required:	
Preferred:	
<i>Certificates, Licenses, Registrations</i>	
Required:	
Preferred:	Technical writing experience
<i>Physical Demands</i>	
Typical:	The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Generally Accepted Accounting Principles (GAAP); state statutes governing the operations of county offices; financial management; governmental accounting standards; budgetary techniques; personnel policies and procedures; standard office practices. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Establish and maintain effective working relationships with county employees, representatives of governmental agencies, vendors, and the general public; communicate effectively, both orally and in writing; operate standard word processing and spreadsheet software; read and interpret standard policies and procedures; analyze and interpret data; deal with the public; mathematical aptitude; ability to work independently.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee must frequently perform multiple tasks simultaneously, change tasks, perform tedious exacting work, and work closely with others as part of a team