

**Douglas County
Sheriff's Office**

JOB TITLE: GRANTS & CONTRACTS ADMINISTRATOR

Exempt: Yes

Pay Grade: P325

Approved/Reviewed By: Sheriff Darren Weekly

Job Type: 3120P

Department: Office of the Sheriff

Date: 01-10-23

General Duties: This is professional administrative and fiscal management work relative to the administration of Sheriff's Office contracts and grants. This position also includes responsibilities associated with grant accounting, financial analysis, and budgeting.

Supervision Exercised: This position has no supervisory authority over other employees.

Supervision Received: This position reports directly to the Assistant Director of Budget and Logistics.

Examples of Duties and Responsibilities: - (These duties are illustrative only and are not intended to be inclusive.)

- Researches and evaluates grant funding solicitations in relation to Sheriff's Office funding needs and in consultation with divisional staff to match potential grant funding sources with long-term planning strategies including in-depth analysis of all requirements for eligibility, feasibility, appropriateness/fit
- Communicates findings to appropriate divisional personnel and ensures policies are followed relative to approval to proceed with a grant application or maintain documentation in the event that a solicitation is not pursued
- Works in partnership with divisional personnel in the preparation and submission of grant applications to include calculating and projecting wages, fringe benefits, operational costs, and equipment costs and verifying grant expenditure categories and any match requirements
- Works collaboratively with designated divisional personnel to compile grant applications and any required financial components
- Ensures grant applications, grant awards, and related contracts are approved in accordance with Sheriff's Office and County policies
- Establishes a tracking mechanism for each grant award and works with divisional personnel to ensure that all operational and financial reporting deadlines and requirements are met; maintains all grant documentation and ensures such documents are easily accessible and complete in the event of a review or audit by the granting agency
- Acts as the liaison between the Sheriff's Office, federal, State, and other grant funding agencies
- Evaluates the appropriateness of the coding/categorization of grant-related or other specific program expenditures and the availability of funds and alerts the Assistant Director and divisional leadership when issues are identified or anticipated

- Prepares and submits financial claim forms when due for applicable grant awards
- Recommends and implements improvements in contract administration processes
- Ensures that divisional staff members follow established Sheriff's Office and County policies and procedures for contracts, working collaboratively with County Purchasing
- Maintains a master file of all contracts, IGAs, and MOUs and ensures contractual date obligations are met and that renewals and amendments are executed in a timely manner in accordance with Sheriff's Office and County policies and procedures
- Ensures contracts, IGA, MOUs, and any contract amendments or modifications are properly approved from a legal perspective and in accordance with established approval procedures
- Works with the County's Risk Manager to ensure the appropriateness of the insurance requirements when applicable
- Analyzes general ledger activity for appropriateness and spending compliance relative to grant-related expenditures; initiates receivable entries and journal entries when applicable; monitors, coordinates, and tracks submission of related vouchers, purchase requests; researches variances and communicates with divisional personnel and/or designated representatives to resolve issues
- Ensures that proper spending authority is available in accordance with Douglas County policies. Alert Budget Manager of potential budget issues.
- Demonstrates familiarity with CALEA standards as they pertain to contracts and grants and submits applicable documentation to the Accreditation Unit as required
- Serves as a member of the Sheriff's Office financial team and acts as a financial resource for all levels of Sheriff's Office management and staff

Consequence of Error: This is professional level work involving contract language, financial/grant reporting, and financial and non-financial analysis. Consequence of error may result in inaccurate reporting or missed reporting deadlines that could ultimately result in legal action or negative media coverage or jeopardize future grant funding opportunities. Failure to include required contract language or to comply with proper approval procedures for contracts could result in contractual disputes or contracts being deemed invalid with potential fiscal or legal implications.

Contacts: This position requires substantial contact with state and local granting agencies, Sheriff's Office leadership, divisional staff members, and coworkers, and certain County legal, financial, and management staff members.

Education and/or Experience: Generally, a Bachelor's degree in accounting, finance, business administration, public administration, or related field and four years of relevant experience, preferably in the public sector, OR any equivalent combination of education and experience is required.

Special Requirements:

- Ability to pass qualifying exam and background investigation
- Ability to set priorities and to work comfortably in a fast-paced, deadline-driven environment

Essential Functions:

Language Skills: Strong ability to effectively communicate in both oral and written forms with contractors and grant representatives on the local and state levels, Sheriff's Office management and other staff members, coworkers and County financial staff and management. Ability to establish and maintain effective work relationships.

Computer Skills: Must have intermediate user-level competency with Microsoft Excel, Word, Outlook, in addition to proficiency in utilizing the internet and various state and local grant websites. Familiarity with JD Edwards financial software is extremely helpful.

Reasoning Ability: Ability to utilize judgment in answering questions, evaluating issues, and proposing funding requests and potential contract language. Ability to use principles of logic or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Ability to make sound decisions, generalizations, judgments, and recommendations.

Other Skills and Abilities: Ability to conduct research using the internet, library, and other available reference sources. Knowledge of basic accounting and budgeting principles is necessary. Must have strong organizational skills.

Mathematical Skills: Strong mathematical skills in addition, subtraction, multiplication, division, fractions, percentages, ratios, etc. and the ability to develop complex formulas are necessary.

Note: The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Work Environment: Work is generally performed in a typical office setting. Some travel may be required for training or conferences.