HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Grants Research Manager

Job Code: W0145
Pay Grade: WQ
Pay Scale: $35.61-$66.69 Hourly; $74,068.80-$138,715.20 Annually
Exempt: No

OVERVIEW

The Grants Research Manager is a critical Sheriff's Office Financial Services Division (FSD) position responsible for managing all aspects of the agency's grant research and development; ensuring compliance with the laws and federal, state, and local grant requirements; supervising the grants research and development team; and maintaining accurate grant records.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Assist in planning, coordinating, and overseeing various tasks of the grant lifecycle.
- Assist in developing systems to research, develop, apply, and report on grants.
- Assist in coordinating grant applications within required timeframes.
- Evaluate, reconcile, and problem solve grant-related issues and internal control processes.
- Respond to grant inquiries and resolve any problems.
- Maintain accurate records and disposal reports.
- Liaise with auditors and manage compliance audits.
- Collaborate with various agency personnel (e.g., FSD, Human Resources) to ensure grant compliance.
- Manage and direct the activities of the grants research and development team in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance providing feedback, coaching, mentoring, or initiating corrective action as needed, including termination.
- Train grants research and development team staff on internal policies, procedures, and relevant laws to ensure grant compliance.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of applicable grant laws and regulations.
- Knowledge of grant principles and best practices related to grants including research and compliance.
- Knowledge of grant reporting forms and portals.
- Knowledge of supervisory principles, practices, and procedures.
- Proficiency in the use of Microsoft Office Suite.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to work both independently and as part of a team.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- Ability to schedule, assign, monitor, review, and evaluate the work of assigned subordinate(s).
- Ability to pay strict attention to detail.

- Ability to read, comprehend, interpret, and apply job-related laws, rules, policies, and procedures.
- Ability to stay up to date on changes in laws and regulations related to grants.

SKILLS

- Grant Funding
- Stakeholder Collaboration
- Grant Reporting
- Strategic Sourcing
- Grants Management
- Supervision
- Grant Compliance
- Grant Writing

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Six years of related work experience in grants or a related field.
- Three years of supervisory experience.

OR

- An associate degree from an accredited institution of higher education with a major in accounting, business administration, or a related field.
- Five years of related work experience in grants or a related field.
- Two years of supervisory experience.

OR

- A bachelor's degree from an accredited institution of higher education with a major in English, communications, public relations, marketing, business administration, or a related field.
- Three years of related work experience in grants or a related field.
- One year of supervisory experience.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.

- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Experience with grant writing or grants management.