HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Grants Coordinator I

**Job Code:** W2070
**Pay Grade:** WM
**Pay Scale:** $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
**Exempt:** No

## OVERVIEW

Locate, develop, write, submit, coordinate, and perform financial reporting of grants. Research, identify, develop, and respond to public and private grant opportunities. Assist in providing grant conformity with laws, stipulations, regulations governing contracts, grant monitoring, and program and financial reporting. Conduct legal and/or law enforcement research on topics of interest to the Sheriff's Office in support of strategic planning.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Identify public and private sources of potential funding to support the strategic mission of the Sheriff's Office.
- Attend meetings to be aware of opportunities for partnerships and to build potential partnering relationships.
- Participate in needs assessment data analysis to assist in policy development and funding decision making.
- Research special projects (e.g., law, law enforcement, new technologies) to provide leadership with information to determine the benefit of possible agency initiatives and summarize findings in a clear and unbiased manner.
- Assist with writing and submitting grant applications and proposals with appropriate fiscal and project management staff.
- Conduct extensive research and data mining for proposal content.
- Plan, conduct, and attend meetings with project managers and other partners to ensure goals are well identified and able to be met.
- Serve as the primary resource for pre-award and post-award grant related questions including grant and/or contract guidelines, federal regulations, compliance, and interpretation of federal laws governing grant funding.
- Assist in monitoring and evaluating grants, contracts, and other initiatives to ensure compliance with federal, state, and local regulations and internal Standard Operating Procedures (SOPs).
- Assist in project management of several agency wide initiatives, programmatic reporting, and analyses of outcomes.
- Serve as a liaison for federal, state, and local representatives and grant administrators.
- Maintain agency records including grant reporting.
- Review and approve programmatic and fiscal performance of grants and prepare budget modifications and/or grant extensions.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Knowledge of the principles, practices, functions, activities, requirements, and objectives of

grant management and audit/monitoring programs.
- Knowledge of funding sources and associated requirements and regulations.
- Knowledge of procedures related to public grant administration.
- Ability to follow oral and written instructions.
- Ability to use initiative and exercise sound judgment.
- Ability to prioritize work.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to analyze complex documents.
- Ability to provide analyses of information in a representative and impartial manner.

## SKILLS

- Customer Service
- Writing
- Detail-Oriented
- Project Management
- Communication
- Time Management

## 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.
- Three years of experience involving duties concerning research, writing, or submission of grant applications or proposals.

OR

- An associate's degree from an accredited institution of higher education.
- One year of experience involving duties concerning research, writing, or submission of grant applications or proposals.

OR

- A bachelor’s degree from an accredited institution of higher education.

## REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

## 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.