

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title: <b>Grants &amp; Contracts Administrator</b>							
Department: <b>Community Development</b>							
Location: <b>Central Point, OR</b>							
Reports to: <b>Executive Director</b>	Travel Required: <b>Yes</b>						
Last updated: <b>4/19/2018</b>	Classification: <b>14</b>						
Direct Reports: <b>None</b>	Type of position: <table border="0"> <tr> <td><b>Full-time</b></td> <td>Part-time</td> </tr> <tr> <td>Temporary</td> <td>On-Call</td> </tr> <tr> <td>Contractor</td> <td>Intern</td> </tr> </table>	<b>Full-time</b>	Part-time	Temporary	On-Call	Contractor	Intern
<b>Full-time</b>	Part-time						
Temporary	On-Call						
Contractor	Intern						
Hours: <b>40 hours / week</b> Exempt <b>Non-exempt</b>							
<b>GENERAL DESCRIPTION</b>							
<p>A high profile position providing direct services to RVCOG member entities, focusing primarily on grant administration, grant writing, and project management. Responsibilities include the preparation of RFPs (Request for Proposals), RFQs (Requests for Quotes), and scopes of work; research and compilation of data; contractual compliance; project budget and operations oversight; and ongoing outreach to partner agencies and RVCOG members.</p>							
<b>ESSENTIAL JOB FUNCTIONS</b>							
<ol style="list-style-type: none"> <li>1. Provides grant writing and grant administration services to RVCOG member jurisdictions in such grant and loan programs as Community Development Block Grants, Water/Wastewater Financing, State Energy Grants, Energy Efficiency and Conservation Block Grants, Seismic Rehabilitation Grants, Safe Drinking Water Revolving Loan Fund, Special Public Works Fund, Water and Wastewater Revolving Loan Fund, and Rural Development Loan Assistance.</li> <li>2. May provide one or more of the following project management services: definition of project scope, goals, tasks, and deliverables; allocation of project resources, creation of project schedule and timeline; monitoring and reporting on project progress; tracking of deliverables.</li> <li>3. Actively collaborates with RVCOG member jurisdictions to define needs and research appropriate grant or loan programs.</li> <li>4. Maintains a close and collaborative relationship with State and Federal staff overseeing grant and loan programs.</li> <li>5. Communicates verbally and in writing with committees, advisory boards, councils, planning commissions, community groups, and the general public.</li> <li>6. Engages with and supervises various construction, engineering, and architectural professionals in the course of grant administration.</li> <li>7. Prepares reports, work scopes, and grant requests.</li> <li>8. Conducts research, including interviews and field research, and compiles data in support of community projects.</li> <li>9. Prepares grant-related environmental assessments.</li> <li>10. Conducts labor standards compliance.</li> </ol>							
<b>AUXILARY JOB FUNCTIONS</b>							
<ol style="list-style-type: none"> <li>1. Collaborates with other RVCOG departments.</li> <li>2. Other related duties as assigned.</li> </ol>							
<b>SUPERVISORY RESPONSIBILITIES</b>							
None							

## **SUPERVISION RECEIVED**

Supervised by the Executive Director.

## **RELATIONSHIP TO OTHERS**

Maintains frequent contact with Agency management and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general public.

## **ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION, TRAINING, AND EXPERIENCE**

1. Education: Bachelor's Degree in project management, business administration, English, communications, marketing, or related field or coursework.
2. Experience: A minimum of 3 years of experience in grant administration, grant writing, and project management. Familiarity with listed grant and loan programs a plus.
3. Substitution: Any satisfactory equivalent combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

### **SPECIAL REQUIREMENTS**

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

1. Grant writing and administration;
2. Project management;
3. Labor standards compliance; and
4. Effective public meeting organization and management.

#### Related skills:

1. Data collection and analysis;
2. Advanced word processing and spreadsheet design;
3. Exceptional skills in performing detailed clerical tasks; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

#### Ability to:

1. Identify and analyze needs and match them with available grant and/or loan programs;
2. Be extremely organized and methodical in compiling, organizing, and filing paperwork;
3. Coordinate multiple projects simultaneously and follow complicated processes;
4. Communicate effectively both orally and in writing;
5. Facilitate group discussions and make effective presentations to small and large groups;

6. Work independently; and
7. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

### PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: and frequent use of keyboard and repetitive motion (e.g. data entry). (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

### WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events may also be necessary.

### ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY:	<b>Michael Cavallaro</b>	Date: 4/19/18	<b>Executive Director</b>
REVIEWED BY:	<b>Ann Marie Alfrey</b>	Date: 4/19/18	<b>Internal Services Director</b>
Address:	<b>Administration Department/Human Resources 155 N. 1<sup>st</sup> Street PO Box 3275 Central Point, OR 97502</b>	Telephone: <b>541-664-6674</b>	Fax: <b>541-664-7927</b>