

**LEA COUNTY**  
**POSITION SPECIFICATIONS**

Position : Grant Administrator  
Department : Finance  
Immediate Supervisor: Finance Director  
Classification : Non-classified  
FLSA Status : Exempt – Not eligible for overtime  
Probationary Status : 12 months  
Safety Sensitive : No

**1.0 ESSENTIAL DUTIES:**

1. Under the direction of the Finance Director, is responsible for administering a wide range of grants, providing for timely execution and full completion of such grants and the documentation thereof. Monitors grant proposals and oversees preparation of grant billings and compliance reports.
2. Works with department heads and other County staff to monitor grant projects, prepare individual and consolidated grant schedules for local, state and federal grants.
3. As directed, coordinates and supervises the auditing and scheduling of grant reports of various departments. Maintains accounts of all grant funds.;
4. As directed, may supervise, coordinate and/or assist departments in preparation of requests for proposals and contracts relative to grants, in compliance with the Lea County Procurement Code and applicable federal, state and local laws and regulations.
5. May be required to work irregular hours, attend job related meetings, travel out of town and/or overnight, and perform all duties with minimal supervision.
6. The duties of the Grant Writer/Administrator are not limited to those set forth above. The employee will perform any and all duties as assigned by a supervisor consistent with expertise and ability.
7. The employee will be cross-trained in other areas of the Finance Department in order to provide back-up as needed.

## 2.0 MINIMUM QUALIFICATIONS:

### 1. Education:

- High School diploma or GED required
- Bachelor's degree from an accredited college or university, or equivalent training and experience.

### 2. Experience:

- One year experience as an accountant or bookkeeper.
- One year experience in grant administration and monitoring preferred.

### 3. Certifications, Skills and Licenses:

- Ability to communicate orally and in writing in English.
- Valid New Mexico driver's license.
- Ability to communicate effectively in private and public settings with large and small groups of people.
- Ability to travel, including traveling out of town and/or overnight.
- Strong organizational skills, including ability to set up and maintain program monitoring systems.
- Computer literacy required, especially with knowledge of word processing, business-related and recordkeeping programs.

### 4. Physical Functions/Requirements:

The physical demands described here are representative and not necessarily exhaustive of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to perform essential duties and to administer areas of responsibility.

### 5. Mental Functions/Requirements:

- Must be able to understand and follow oral directions and instructions.

- Must be able to read, understand and follow written directions and instructions.
- Must be able to give oral and written directions and instructions.
- Must be able to read and understand such items as reports, manuals, bid specifications, grants, guidelines and similar documents.
- Must be able to write such items as letters, reports, grant applications and similar documents using proper format and grammar.
- Must be able to plan and direct own work activities as well as those of others in an efficient manner.
- Must be able to effectively safeguard confidential information.
- Must be able to work under pressure of deadlines.
- Must be able to use tact and courtesy in working with a wide range of individuals, including the public, sometimes under tense circumstances.
- Must be knowledgeable of relevant traffic laws and regulations.

6. Other:

- Ability to perform essential duties and adapt to working conditions.
- No history or pattern of reckless driving, DWI or irresponsible driving in the last five years.
- No history of felony or misdemeanor convictions involving moral turpitude, violence, illegal drug distribution or dishonesty.

3.0 WORKING CONDITIONS:

The work environment characteristics described here are representative but not necessarily exhaustive of those an employee encounters while performing the essential functions of this job.

1. Primarily performs duties indoors.
2. Normally is not exposed to temperature extremes, noise factors, vibrations, except those associated with normal operation of office equipment and vehicle.

3. Works primarily on even carpeted or tiled surfaces, which are typically dry. May on occasion be wet or slippery.
4. May be required to use stairs or elevators during performance of essential duties. Exposed to normal driving hazards.
5. Work is primarily conducted during daylight hours, although some meetings, events and travel may occur during non-daylight hours as well.
6. Works alone with or without direction and with minimal supervision, or with other people in a select group. Occasionally functions may be performed as part of a large group.

4.0 PRE-EMPLOYMENT REQUIREMENTS:

1. Interview
2. Criminal record check
3. General employment background check
4. Driving record check

LCC Approved: April 19, 2005  
Revised administratively: September 16, 2008  
Revised: May 19, 2009  
Revised: December 1, 2011

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_