GEORGIA MOUNTAINS REGIONAL COMMISSION
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:  Grant Administrator
PAY GRADE: DOQ

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as consultant, liaison, problem-solver, and project administrator for units of local government. The Grant Administrator will administer various grant applications and programs focusing on community and economic development related projects, assist in marketing of GMRC project development, and offer any administrative and management services to local governments.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assessment for this classification. Other duties may be required and assigned by the supervising staff.

Monitors grant and project related activities as directed to ensure compliance with state and federal guidelines, ensures all required documents are prepared in accordance with required grant management procedures.

Participates in the selection process for project engineers/architects, coordinates with city/county managers, engineers, private professionals, and general contractors, oversees the selection of qualifies contractors through a sealed bid process, prepares pre-construction conference materials, and may conduct pre-construction conference with contractor and project engineer/architect.

Oversees construction activities throughout the duration of the project, monitors contractors for compliance with applicable labor laws, monitors and records weekly payroll reports for wage rate and other compliance requirements.

Serves as liaison for local governments with the Georgia Department of Community Affairs, Appalachian Regional Commission. Economic Development Administration, OneGeorgia Authority, private professionals, industry, and other state and federal agencies previously not mentioned.

Receives and approves all grant related invoices for payment, prepares draw requests, and monitors drawdowns for local governments.

Prepares and submits quarterly reports on a timely basis.

Administers the distribution of grant/loan funds, establishes and maintains grant accounting and filing systems.

Follows up with local, state, and federal officials on a regular basis relating to status of projects.

Conducts site visits to projects and coordinates meetings with local government funding agencies.
Participates in conflict resolution on projects relating to obstacles and state and federal compliance with regulations.

Prepares, facilitates, and coordinates project meetings, prepares other various reports, forms, correspondence, and other documents related to the grant administration of the project.

 Receives various forms and reports, including architectural/engineering reports, correspondence, manuals, reference materials, or other documentation; reviews, edits, completes, processes, forwards, or retains information as appropriate.

Advertises public hearing and may conduct public hearing with Economic Development Staff.

Assists with marketing of GMRC services to local governments.

Operates a computer to enter, retrieve, review, or modify data, verifies accuracy of entered data and makes corrections, utilizes Microsoft based software, include word, excel, PowerPoint, publisher, and access.

Communicates with supervisor, employees, other departments, local government staff, and others as needed to coordinate work activities; review status of work, exchange information, or resolve problems.

Attends annual grant administration training

**ADDITIONAL FUNCTIONS**

Performs general clerical duties, including filing, addressing envelopes, typing basic letters of transmittal, copying, packaging documents, and preparing time sheets.

Responds in a timely fashion to requests for basic/general information.

Takes photos for GMRC publications and files. Prepares PowerPoint and other presentations as directed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Prepares and/or assists with publication documents such as brochures and annual reporting.

**MINIMUM QUALIFICATIONS REQUIRED**

Must have High School Degree or equivalent education or training; some experience and knowledge of general business procedures, and must have knowledge and experience using Microsoft Office. Must possess and maintain a valid driver’s license.

**EXPERIENCE**

Proven customer service skills and ability to utilize basic computer programs and gain skills on job specific sites.

**PERFORMANCE APTITUDES**

Revised January 2020
**Data Utilization:** Requires the ability to calculate and/or tabulate data; includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions. At times tasks may be performed outdoors where there could be exposure to extreme weather conditions including rain/snow.

The Georgia Mountains Regional Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Georgia Mountains Regional Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.