

## JOB DESCRIPTION

### Montague County Grant Project Manager

Reports to: Montague County Judge

Hours & Salary: to remain as budgeted

Position Summary: Coordinates activities of the various Montague County Entities for researching, acquiring, expending, and accounting for funds related to all Grants

#### Essential Job Functions:

1. Collects, reviews, and analyzes all Grant information and data for all County Entities.
2. Communicates with the Montague County Judge, Commissioners, Treasurer, and Auditor to disseminate or explain information related to all Grants.
3. Provides the tracking of various Grant Project Worksheets (PWs).
4. Developing and recommending programming decisions affecting the short and long range goals relating to all County Grant Projects.
5. Providing advice and guidance regarding Grant specifications and requirements.
6. Prepares necessary program materials, on a periodic basis, for the Montague County Judge and Commissioners.
7. Works with Commissioners for the assemblage of documentation necessary for the reimbursement and dissemination of Grant funds to the various County Entities.
8. Works with the County Treasurer and County Auditor to provide for the proper tracking and placement of Grant funds within appropriate laws and policies of the various government agencies.
9. Regular attendance and timelines at the worksite is required.

#### Additional Job Duties:

1. Assemble invoices for reimbursement of all Grant funds.
2. Compile, copy, sort, and file records related to Grant PW's.
3. Operate office machines such as computers, phone system, copiers, and scanners to compliment the assembly of reports and information.
4. Compute, record, and proofread data and other information, such as records, and/or reports.
5. Competent in the use of technology software programs related to word processing, spreadsheets, email, and websites.
6. Prepares requisitions and invoices as required.
7. Any duty assigned by the Montague County Judge and/or Commissioner's Court.

#### Environmental:

1. Office Environment
2. Requires sitting for long periods of time
3. Some travel required
4. Communication skills required
5. Ability to work within short timelines and deadlines
6. Tedious and/or exacting work
7. Work closely with others as part of a team