



FREDERICK COUNTY GOVERNMENT
is currently accepting applications for the position of:

Grants Contract Manager

Finance Division

An Equal Opportunity Employer

WAGE: \$57,400.00 - \$68,880.00 Annually

OPENING DATE: 02/10/17

CLOSING DATE: 03/17/17 04:00 PM

FLSA STATUS: Exempt

SPECIAL FUNDING: None

JOB INFORMATION:

Exempt; full-time; 40 hours per week; Monday - Friday; 7:30 a.m. - 4:30 p.m.; full benefits

This professional position manages all contract records for compliance and performance for federal grant requirements in accordance with Office of Management and Budget Uniform Grant Guidance (2 CFR 200). This position will also be responsible for contract compliance with state and County grant regulations/policies, and provides key support to all Division staff involved in contract operations. Direction may be given to staff. Supervision is received from the Director of Procurement and Contracting.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:

- Oversee all system-wide contracts for grant compliance
- Document grant requirements and detail process requirements to meet them
- Monitor Purchase Order payment activities and cancel when all goods and/ or services are received satisfactorily
- Monitor Change Order processes and ensure that documentation is prepared and submitted to support their necessity, quantity and amount
- Partner with staff to document methods of procurement
- Follow up on grant-procurements to ensure grant compliance
- Request renewal of contracts or extensions from the manufacturers prior to contract expiration
- Review all potential Contractors for suspension and debarment
- Document rationale for method of procurement on each outgoing solicitation
- Work with Contractors to ensure firm understanding of contract requirements
- Follow up on contracts in progress to determine contract adherence by Contractor
- Alert staff of contract expenditure abnormalities or overages
- Prepare and distribute various reports regarding contracts
- Analyze contract expenditure and compare to quantities purchased
- Support the negotiation, administration and maintenance of system-wide contracts
- Determine need for additional contracts and areas of coverage to ensure compliance with all procurement rules and regulations
- Coordinate and track solicitation scheduling
- Identify process deficiencies and help to execute process improvement initiatives
- Work closely with agency personnel to ensure contract compliance
- Communicate progress, problems and issues to the Director
- Provide ad hoc reporting as needed
- Perform other duties as required

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

QUALIFICATIONS & REQUIREMENTS:

The qualifications / requirements, knowledge/skills/abilities and physical demands or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in a business-related field
- Minimum 2 years of project management work experience
- Minimum 2 years of contract administration work experience
- Minimum 2 years of grant writing work experience
- Minimum 2 years of grant management work experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of grant and contract rules and regulations governing grant and contract management
- Proficiency in Microsoft Office suite, to include: Word, Excel, Powerpoint, Outlook, etc.
- Ability to work with sensitive information and maintain appropriate confidentiality
- Excellent organizational and interpersonal skills
- Extensive knowledge of procurement principles, methods and practices, as well as legal requirements governing public sector contracting.
- Extensive knowledge of market conditions, sources of supply, and of the kinds and varieties of supplies, materials and equipment commonly used by local public agencies
- Extensive knowledge of service contracting and of developing RFPs
- Ability to effectively access and utilize the automated and web based systems and related hardware/software
- Strong and effective spoken and written (English) communication skills including public speaking skills and accuracy in preparing detailed reports
- Strong and accurate math and clerical skills including the ability to effectively produce, verify and evaluate statistical and financial information
- Ability to develop and maintain effective working relationships with County officials, co-workers and the general public

PREFERENCES MAY BE GIVEN FOR:

- Research or grants education and/or certification
- Prior experience with pre-award and post-award financial systems
- Local government experience

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- While working in this position, the employee is constantly sitting and performing repetitive motions; occasionally walking, climbing, stooping, kneeling, crouching; rarely crawling and lifting between 20 - 50 pounds
- While working in this position, the employee is constantly indoors, occasionally outdoors and working in noisy areas.

ADDITIONAL INFORMATION/EXAMINATION PROCESS: EXAMINATION PROCESS (may include):

- 1) An evaluation of training and experience
- 2) One or more interviews
- 3) A pre-employment physical examination and drug test

This description reflects management's assignment of essential duties; it does not proscribe or

restrict the tasks that may be assigned.

When 'work experience' is stated as a requirement, this is specific reference to on-the-job experience as a paid employee. When considering part-time experience history, 2080 hours = 1 year of experience.

Frederick County Government Division of Human
Resources contact information:
<http://www.FrederickCountyMD.gov>

Job #2016-00174
GRANTS CONTRACT MANAGER
KG

OUR OFFICE IS LOCATED AT:
12 East Church Street
Frederick, MD 21701
Ofc: 301-600-1070
Fax: 301-600-2314
Human_Resources@FrederickCountyMD.gov

Frederick County Government does not discriminate on the basis of race, color, national origin, sex, religion, age, and/or disability in employment or in the provision of services.

Grants Contract Manager Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in a business-related field?
 - Yes
 - No
- * 2. Do you have a minimum 2 years of project management work experience?
 - Yes
 - No
- 3. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 4. Do you have 2 years of grant writing experience?
 - Yes
 - No
- 5. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 6. Do you have research or grants education and/or certification?
 - Yes
 - No
- 7. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.

- * 8. Do you have prior experience with preaward and postaward financial systems?
 - Yes
 - No
- 9. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- 10. Do you have local government experience?
 - Yes
 - No
- 11. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 12. Do you have at least 2 years of contract administration work experience?
 - Yes
 - No
- 13. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- * 14. Do you have at least 2 years of grant management work experience?
 - Yes
 - No
- 15. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.

* Required Question