



**COUNTY COMMISSIONERS OF
CAROLINE COUNTY
OFFICE OF HUMAN RESOURCES**

103 GAY STREET SUITE 1
DENTON, MARYLAND 21629
410-479-4105 FAX 410-479-4023

Sherry A. Bratton, Director of Human Resources
Amy Hubbard, Personnel & Benefits Coordinator
Audrey L. Jenkins, Human Resources Specialist
Brandon Freeman, Employee Relations Specialist

POSITION VACANCY

Grant Coordinator: Caroline County Office of Finance

The Department: The Caroline County Office of Finance oversees the collection of revenues, expenditure of funds, compliance with generally accepted accounting procedures, and adherence to the operating and capital budgets adopted by the County Commissioners. The Office of Finance pays bills, tracks financial obligations, keeps accounting records, and advises the County Commissioners and senior management team. The Office also reports on all financial transactions and participates in the annual fiscal audit.

About the Position: This is administrative work at the experienced level. The successful candidate coordinates and compiles all grants for the County; researches and solicits grants; allocates and tracks grants; prepares the grant budget and monitors budget expenditures for compliance with Federal, State and local laws, and County grant management guidelines. Thorough knowledge of the County, Federal and State grants programs. This position requires a firm understanding of finance and accounting practices and procedures in compliance with normal accepted industry practices. Effective oral and written communication skills are a necessity. A high degree of organizational aptitude and the ability to manage multiple priorities and deadlines.

Required Knowledge and Skills:

- Grant administration practices, the methods, resources, and standards of grant development principles and practices.
- Grant evaluating principles, methods, tools to organize grant monitoring work; and setting priorities; and determining resources requirements.
- Grant funding policies and procedures; applicable local, state, and federal regulations; and county government grant guidelines.
- Grant applications and submission process.
- Strong grant management skills and methodologies as lead for grant development.

- Budgeting and fiscal management principles and procedures for grant monitoring.
- Basic computer use including email, schedule management, project management, word processing, and other business office applications (Microsoft Office).
- Ability to communicate effectively, orally and in writing, including the preparation and presentation of reports and presentations.
- Applicants must demonstrate ability to maintain good working relations with fellow workers, supervisors and the public.

Education and License/Training Requirements:

- Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, finance, or a related field; and four (4) years of experience in grant development and fiscal management and in grant writing and administration, grant management, project management and governmental accounting.
- Valid Maryland Class C License or equivalent.

Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. EOE

Annual Salary: \$57,964 - \$60,000 *Depending upon experience*

Deadline to Apply: October 23, 2020

Interviews will be held on Wednesday, November 4, 2020 at the Office of Human Resources.

How to Apply: Submit a resume and completed county application to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Call 410.479.4105 to receive an application by fax or email. Applications can also be downloaded by <http://www.carolinemd.org/DocumentCenter/View/1801>. Save and complete application and email to: hrposting@carolinemd.org