



**MILAM COUNTY, TEXAS**  
***AN EQUAL OPPORTUNITY EMPLOYER***

**JOB DESCRIPTION**

**Position** – Grants Coordinator

**Department** – Milam County Emergency Management

**Reports To** – Milam County Auditor

**Salary Range** – \$32,000

**Essential Job Responsibilities**

1. Participates in the planning and grant application process conducted by the various county departments to secure grants as applied for (Grant Applications will be completed by the individual department).
2. Responsible for all grants/contracts within the county from the completed application process to closeout and maintains grant software for the County.
3. Works with the various county departments to coordinate the implementation and management of the various grants the county has.
4. Manages the operations and implementation of the county's grants.
5. Manages and maintains the record-keeping and accounting as necessary during the life of the grant.
6. Develops and maintains policy and procedures for managing grants within the County Auditor's Office.

**Skills and Abilities**

1. Regular attendance and timeliness at the worksite are required.
2. Strong accounting skills with solid skills towards attention to detail and documentation of work.
3. Good written communication skills.
4. Solid interpersonal skills and the ability to deal effectively with the public, other employees, elected officials, and outside agencies.
5. Comprehension of financial-mathematical tasks and the understanding of related confidential issues.
6. Ability to multi-task and determine priorities.

## **General Qualification Guidelines**

### **Required Knowledge**

- Has general knowledge of basic clerical and record keeping methods and principles.
- Has working knowledge of computer software including word, excel, power point
- Is able to use basic office machines, including popular computer-driven word processing, spreadsheet, and file maintenance programs.
- Requires the ability to apply rational systems to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Requires the ability to prepare correspondence, reports, forms, diagrams, citations, activity reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style in English.
- Requires the ability to work with groups of people with poise, voice control, and confidence.

### **Education/Experience**

- College Degree preferred but not required, preferably in Accounting, Finance, Business, or a closely related field.

### **Other Qualifications, Certificates, Licenses, Registrations**

- May require registration, certification, or licensure in a specialty area (to be paid for by the County).

## **Employee**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name – Printed*

## **Supervisor**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name – Printed*

\_\_\_\_\_  
*Position*