

YOU CAN GO TO OUR WEBSITE WHICH IS www.nortexrpc.org AND THERE IS A LINK TO OUR JOB APPLICATION. YOU MUST FILL OUT THIS APPLICATION TO BE CONSIDERED FOR THE JOB. YOU CAN DROP OFF THE APPLICATION AND RESUME IN OUR MAILBOX IN FRONT OF OUR OFFICE (4309 Old Jacksboro Highway, Suite 200, Wichita Falls, Texas 76302 – located in the Galaxy Center Building) . THE SALARY IS \$ 29,439.00 A YEAR AND THE DEADLINE TO TURN IN APPLICATIONS IS 4:00 P.M. ON FRIDAY, OCTOBER 29, 2021.

COMMUNITY DEVELOPMENT COORDINATOR

GENERAL DESCRIPTION:

Performs complex (journey-level) grant development and administration work. Work involves preparing, maintaining, and reporting grants; evaluating grant applications to determine appropriateness of grant or compliance with requirements and standards; and serving as a liaison between funding sources and the local government. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Researches and identifies sources of external funds and assists in the development of proposals to secure funds for new grant opportunities and grant renewal opportunities
- Serves as a liaison with contractor and providers to ensure participation is consistent with program, legal, and fiscal requirements
- Negotiates grant and contract renewals, amendments, and plan changes on behalf of contractors
- Develops grants and contracts by identifying provider resources, describing services to be rendered, and negotiating funding and other contract features.
- Prepares environmental assessments, grant applications for clients, grant closeout materials, letters of intent and grant applications
- Develops work plans and time lines to ensure submission of state or federal grant applications and program reports in a timely manner
- Interprets policies, rules, or regulations; provides guidance to staff and the community regarding grant administration, compliance, policies, and procedures; and resolves related issues and concerns.
- Ensures grantee's compliance with conditions of grants by monitoring and analyzing agreements, contracts, expenses, activities, and federal and state regulations.

- Reviews submitted grant applications and determines the applicant's eligibility for award based on established criteria.
- Obtains and analyzes project costs, prepares budget justifications and budget revisions for awarded grants
- Participates in cross-functional work groups composed of internal and external stakeholders to develop program objectives, work plans, and budgets.
- Serves as a liaison between the local governments, the State, and grant funding sources by attending meetings, responding to information requests, and resolving issues between parties involved.
- Maintains files and records and prepares reports related to grants issued and or received. May assist in the development of requirements for grant programs and in the creation of grant applications that may be awarded by the grantor agency. Performs related work as assigned.

OTHER JOB FUNCTIONS:

- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds of computer papers and retrieve records and/or supplies from storage room.
- Required to read, write, and communicate in English proficiently.
- Reliable mode of transportation required

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the administration, development, coordination, and monitoring of grants. Graduation from an accredited four-year college or university with major coursework in public administration, business administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of laws and regulations pertaining to grants and/or contract administration, of business administration principles and practices, and of research and budgeting processes. Skill in grant preparation, development, evaluation, and monitoring; in report writing; in budget development; and in the use of a computer and applicable software. Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; and to communicate effectively.
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****THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL". THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.***

8/5/2021