



# Victoria County, TX

## POSITION PROFILE

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<b>Position Title:</b>	Grant Specialist	<b>Effective Date:</b>	March 2025
<b>Department:</b>	Engineering and Development	<b>Division:</b>	Engineering and Development
<b>Accountable to:</b>	County Engineer/Grant Administrator	<b>Status:</b>	Non-Exempt

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### **Primary Objectives**

Provides various functions for identifying, securing and compliantly administrating grants and related funding. The position will enhance and improve Victoria County's ability to identify available grant funding, develop highly competitive grant applications and effectively manage compliant grant awards.

### **Supervision Received**

Work involves providing support to Grant Administrator, grant contractors and county staff for all requirements related to grant funding, administration, compliance and reporting

### **Supervision Exercised**

None.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Researches and identifies sources of external funds and assists in creating competitive proposals. to secure funds for new grant opportunities and grant renewal opportunities.
2. Performs development, writing and editing tasks for grant proposals and applications.
3. Assembles project costs and prepares budget justifications and revisions for grant applications and awards.
4. Manages work plans and timelines to ensure submission of grant applications, awards and reports in a timely manner.
5. Aids county staff and the community regarding grant administration, policies and procedures, including resolving related issues and concerns.
6. Performs tasks to ensure compliant implementation, management, evaluation and closeout of grants according to rules and regulations.
7. Researches, collects and assembles data and background materials for a variety of reports and projects.
8. Verifies and reviews materials for completeness and conformance with established regulations and procedures.
9. Organize and maintain department filing systems, including electronic files and local grants management software/database
10. Prepares and presents reports and other necessary correspondence.
11. Develops and maintains strong working relationships with all county offices and departments, consultants, other governmental entities and community stakeholders.
12. Participates in ongoing training to maintain current and relevant grant related skills and knowledge

## **MINIMUM QUALIFICATIONS**

- Bachelor’s degree in related field preferred and moderate (1-3 years) experience in grant writing, development, administration, reporting, compliance, evaluation and project management required.

## **WORKING CONDITIONS**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Seldom or never
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*