



Human Resources Department

October 17, 2019

Grants Coordinator

Johnson County has a job opening for a Grants Coordinator to seek, identify and research available grant resources. Assist in establishing grant criteria, eligibility requirements, and grantee objectives. Process grant applications, evaluate proposals, make recommendations, and submit applications to the Board of Supervisors for funding approval. Serve as County liaison to County grant funded organizations. Promote grant program and communicate grant cycle timelines. Support County departments/offices in providing oversight and administration of grant compliance requirements. Assist with County grants communications efforts.

Bachelor's degree in Public or Business Administration, Journalism, English or closely related field AND three (3) year of experience involving grant writing, editing and program monitoring OR any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Master's degree in writing related field preferred.

Special requirements: Valid driver's license and insurable under County liability coverage. May also require use of personal vehicle for official business.

Compensation: \$26.74-31.45 per hour plus excellent benefits package. To apply and learn more about this position please visit our website, www.johnson-county.com. Applications will be accepted until 11:59 p.m. on October 31, 2019.

Cover letter and resume must be attached to online application.

AA/EEO