



Greater Wabash Regional Planning Commission

Job Title:

Grant Administrator

Date:

12/15/2021

Job Description:

1 | SUMMARY OF FUNCTIONS:

Responsible for managing all planning, ADA, design engineering, public facility construction, economic development, and other grant applications as awarded. Monitors current projects and works closely with municipalities, county governmental systems, and awarding organization grant managers to assure compliance with all details required by the granting organization. May also write grants and function as representative of and or assistant to Executive Director.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

1. Manages awarded grants by fulfilling all requirements as specified in grant documents.
2. Arranges and holds meetings with communities as required by grant applications or awards.
3. Communicates regularly with chief elected officials so that communities know the status of their grants.
4. Keeps detailed and accurate records of all projects, including written compliance, and publications.
5. Attends meetings as required by grant awards, including pre-construction conferences and bid openings.
6. Visits project sites and accurately completes HUD 11 interviews as required.
7. Acts as a liaison between grantee and granting agency. Attends all meetings between the two parties as required. Generally requires at least one overnight trip per year for training.
8. Works closely with project engineers or architects to assure smooth and timely completion of grants.
9. Responsible for preparing vouchers, obtaining signatures, and electronically draw downs or otherwise securing awarded funds.
10. Assists Executive Director in working with community leaders to interpret their needs and explain the application process.
11. Other Duties As Assigned

3 | ORGANIZATIONAL RELATIONSHIPS:

GWRPC Board of Directors

Job Location:

Albion, IL

Job Role:

Grant Administrator

Employment

Employee

		Type:	
Employment Status:	Part-time	Manages Others:	NO
Hourly Rate:		Number of Positions:	One
Skills:			
<p>Must have high school diploma or GED. Bachelor or Associate college degree preferred. Experience working with governmental agencies or other regulatory bodies and demonstrated ability in complying with regulations and in language art skills strongly preferred. Must be able to work under time constraints. Must be highly organized. Must have Computer Skills and be proficient with MS Word, and Excel. Must have reliable transportation.</p>			