

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS  
JOB ANNOUNCEMENT**

**Position Title:** Grants Coordinator Assistant

**Closing Date:** September 22<sup>nd</sup>, 2023, by 4:30 p.m.

**Anticipated Start Date:** October 2023

**Annual Salary:** Pay Grade 6, \$34,007 (Salary determined in accordance with current agency pay policy)

**Benefits:** FRS Retirement & Insurance Benefits

**Contact Person: Erin Griffith, Fiscal Manager  
34 Forbes Street, Suite 1  
Apalachicola, FL 32320**

The Franklin County Board of County Commissioners is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination of violence in the workplace. The Franklin County Board of County Commissioners supports a Drug-Free workplace. All employees are subject to reasonable suspicion testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

**POSITION DUTIES**

- Assist Fiscal Manager / Grants Coordinator with analysis of viable funding alternatives for transportation projects and other needs, be able to write and/or assist with grant applications and follow detailed program instructions.
- Follow strict guidelines and instructions for administration of award agreements for various Federal and State programs.
- Follow terms of all program agreements, such as receipt of prior authorizations to proceed and contract award and reporting timelines as specified.
- Must be able to attend and pass required program training courses when offered to maintain the county's Local Agency Program Certification with the Department of Transportation
- Must be able to prepare financial records summarizing project funds expended during duration of a project and follow all county policies and procedures.
- Assist Fiscal Manager / Grants Coordinator with providing supporting documentation and project updates to other government agencies.
- Update and maintain public information grants and projects portal, provide the public with clear, concise, and factual data.
- Assist Fiscal Manager / Grants Coordinator with management of county property, automobile, and workers compensation insurance policies.
- Assist Fiscal Manager / Grants Coordinator with response for information requests from public and county departments.
- May need to attend/conduct public information meetings after hours as needed.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent
- Three (3) years of office experience, familiarity with government programs and/or agencies is helpful.
- Good proficiency with computers (Microsoft Word and Excel) and web-based applications.
- Excellent written and verbal communication skills (must be able to communicate effectively and professionally with other departments, state and federal agencies and citizens)
- Must be detail oriented and able to multi-task.
- Must be able to work well under pressure and meet strict timelines.

**Applications are available online and are due not later than 4:30 p.m., Friday, September 22<sup>nd</sup>, 2023, at: Franklin County Building and Zoning Office, Attn: Erin Griffith, Fiscal Manager / Grants Coordinator, 34 Forbes Street, Suite 1, Apalachicola, FL 32320, (850) 653-9783 Ext. 158.**