

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: March 3, 2020
Position: Grant Analyst
Reports To: Strategic Planning Manager
Salary: \$42,582.00 annually
Deadline to Apply: Until Filled

Specific duties may include, but are not limited to:

- Seek grant opportunities and conduct research in regard to availability of federal, state, corporate, foundation, and private funding consistent with agency priorities.
- Interpret requests for grant proposal guidelines to ensure agency eligibility, and prepare successful grant applications. Develop proposals and write project descriptions.
- Serve as project lead for selected grants, overseeing the grant’s development, implementation, monitoring, and reporting of the project activities and financial matters
- Attend Board of County Commissioner meetings, as needed
- Work with agency members to coordinate programs for funding
- Collaborate with agency personnel, federal and/or state grant program staff, partner agencies, and with contracted project evaluators to ensure achievement of grant programs goals and objectives
- Ensure compliance with grant guidelines. Regularly monitor and document grant expenditures and grant funded activity to ensure compliance with federal or state regulations and specific terms and conditions of multiple grant awards
- Submit grant amendments/adjustments
- Progress reporting/Track grant budget/Close-out audits
- Prepare FEMA reimbursements and grant applications

Minimum qualifications: Associate degree and two years of law enforcement grant experience is preferred or any equivalent combination of education and experience that would provide the required knowledge, skills, and abilities. Must have excellent verbal and written skills.

Benefits: Florida Retirement System, full suite of very affordable health/dental/vision benefits, ancillary insurance policies, college reimbursement, and more.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.

Our Community, Our County, Our Responsibility...
We're All In This Together
Equal Opportunity Employer & Drug Free Workplace

This posting has been reviewed by Human Resources and found to be job related and nondiscriminatory.