

LUNA COUNTY
JOB DESCRIPTION

POSITION TITLE: Grant Specialist	SALARY RANGE: \$15.00 min DOE (19 hrs. /wk.)
DATE POSTED: 11/01/2018 8:00 a.m.	CLOSING DATE: 11/15/2018 5:00 p.m.

DEPARTMENT: Sheriff's Dept.	FLSA: ___ EXEMPT _X_ NON-EXEMPT
Location: County of Luna	Shift: Monday – Friday 8:00 a.m. to 5:00 p.m.
REPORTS TO: Administrative Captain, Sheriff	BARGAINING UNIT: No
FT REG__ PT REG_x_ TEMP_x_ APPOINTEE__ FT TERM__ PT TERM__ AT-WILL__ OTHER _____	

Approved: _____	_____	_____	_____
Human Resources	Date	Department Head	Date

Summary: Grant Administration Specialist to oversee and manage the NMDHS Operation Stonegarden Grant for Luna County.

Essential Duties & Responsibilities: The essential functions or duties listed below 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.

Responsible for providing support by ensuring files and reports are within grant compliance. Tasks include but are not limited to:

- a. Prepares grant files and maintains grant applications and correspondence; assures file records are kept orderly and current.
- b. Maintains various grant compliance records using an orderly and easily retrievable method
- c. Sorts, files, copies, and distributes grant related documents and other materials to appropriate personnel
- d. Generate reimbursement spreadsheets to obtain payments for work performed by staff and consultants in support of the grant funded project.
- e. Generates reimbursement worksheets and verifies accuracy in data calculations and correct hourly rate for staff
- f. Submits written request for reimbursement and follows up to ensure funds are received back to the County
- g. Corresponds with appropriate agency personnel to verify data accuracy and assures file records are kept orderly and current

- h. Generate monthly reports to the Luna County Sheriff, quarterly reports to NMDHS in a timely manner, tracking costs, managing payments for three local law enforcement agencies to submit invoices, balancing expenditures and reimbursements and keep up with billing and payments to cooperating agencies.
- i. Must be able to complete and audit all grant documents and maintain monthly status reports and email communications to Sheriff's Department, and Luna County Management of the progress of the entire grant

Supervision:

Works under the direction of Administrative Captain, and Sheriff

Supervisory Responsibilities:

Supervises no one.

Minimum Qualification Standards:

Education, Certification and Experience:

High School Diploma or GED Certificate

Experience:

Two (2) years' experience of general bookkeeping and finance administration; knowledge of Federal and or State Grants, working with the New Mexico Department of Homeland Security and Emergency Management department and managing all aspects of the fiduciary of the entire grant (preferred)

Verifiable experience in Law Enforcement and understanding of grant language and requirements (preferred)

Must have strong accounting skills and attention to detail when submitting reports.

Must be able to pass a criminal background investigation and a pre-employment drug screen.

Knowledge, Skills, and Abilities Required Of The Position:

Knowledge of grant compliance requirements; Applicable state laws, rules, regulations and statutes; Modern office practices and of standard office and accounting equipment.

Skilled in reading, writing, and mathematical calculations at a technical level; Use of personal computers proficiently in the areas of word processing and spreadsheets

Ability to organize and prioritize numerous tasks to meet deadlines; effectively present information at an intermediate level and respond to questions from general public and staff, which must be conducted in a courteous and respectful manner at all times; read and interpret reports, regulations, invoices, and other correspondence between state and federal agencies and the County.

Physical Demands:

The work is sedentary. Typically the incumbent sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

Work Environment:

Work is routinely performed under typical office conditions. Occasional travel by car is necessary. The noise level in the work environment is generally quiet. Work is subject to frequent fluctuations and is often performed in stressful situations. The Work area is adequately lit, heated, and ventilated.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing the duties as indicated.

I hereby authorize Luna County to run a complete background check on myself.

Name: _____ Date: _____

Signature

LUNA COUNTY
700 S. Silver Avenue
Deming, NM 88030
(575) 543-6573 Fax (575) 543-6577

RELEASE OF INFORMATION WAIVER

I consent and hereby authorize Luna County, by means of the Luna County Sheriff's Department, the Deming Police department or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment and police records to ascertain any and all information which may concern my suitability for employment with Luna County. I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory files, efficiency ratings, complaints or grievances by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and or sealed. I direct you to release such information upon request of the duly accredited representative of the County of Luna regardless of any agreement I may have had made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Luna County Sheriff's Department, the Luna County Human Resources Department, the County Government and its employees from any damages or claims which may otherwise result from the use or release of such information.

Print Name _____ Date: _____

Signature _____

Address _____

City _____ State _____ Social Security # _____

Date of Birth _____ Place of Birth-City _____ State _____

Other Last Names Used _____

STATE OF NEW MEXICO)

) ss

COUNTY OF LUNA)

Acknowledged before me this _____ day of _____ 2018, by

_____.

Notary Public

My Commission Expires

