

**NYE COUNTY EQUAL EMPLOYMENT OPPORTUNITY**  
**Grant Administrator**  
**Comptroller / Finance Department**

Under general direction of the Comptroller or designee, performs complex and sensitive administrative, organizational, systems, budgetary and related analyses on grants. Administers grants and financial assistance awards; responsible for the implementation, evaluation, review, preparation and completion of complex grant related activities; to include: acquisition of standardized or specialized materials, supplies, services and/or equipment, analyzes and develops technical specifications.

**Job Responsibilities:**

- Provides complex and sensitive management and programmatic support to the County Manager, Board of Commissioners and/or a major department.
- Responsible for identifying and pursuing potential federal, state, and local grant funding sources for the purpose of maintain or enhancing services and programs; researches and maintains current information on available grant funding sources and their respective compliance requirements; provide current information to user departments to maximize the County's opportunity for funding.
- Performs specific County management support activities such as coordinating and preparing Board agenda items, conducting studies and preparing responses for Commissioner-generated requests, generating grant program and policy recommendations for Board approval., prepare and present formal recommendation to the Board of County Commissioners.
- Confers with and represents the department and the County in meetings with staff from other departments, representatives of governmental, community, business, professional and public agencies and the public.
- Provides liaison and staff support to a variety of committees and commissions.
- Monitors and controls expenditures against available funds for grant projects. Prepares monthly/quarterly and close-out grant reports.
- Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials.
- Collaborate with appropriate departments in developing scope for grant related procurement processes.
- Prepares and processes grant applications; monitors activities and ensures that all programmatic and reporting requirements are met.
- Develop and implement project tracking systems to ensure the timely implementation of grant requirements; provide departments with assistance in the implementation and execution of grant funded projects; and monitor the implementation and execution of grants.
- Prepares financial statements and compiles other budget and financial information to assist the outside auditor in researching, compiling, and interpreting data for the annual single audit report.
- Researches and complies with applicable statutory, regulatory and contractual grant requirements.
- Monitors construction grants for compliance with labor standards, bidding procedures, pre-bid conferences, bidder eligibility, pre-construction conference and other applicable laws and regulations.
- May assist Comptroller or designee in compiling grant related budget information returned from department heads and elected officials for review; dissemination of information and making presentations to the County Manager, and the County Commissioners.
- Prepares monthly/quarterly and close-out grant reports.

**Job Requirements:**

- Bachelor's degree from an accredited college or university in accounting, public administration, business administration, economics, or closely related field.
- Minimum of three (3) years of increasingly responsible full-time professional experience in financial management for a public agency.
- Ability to interpret and analyze policies, procedures, regulations and laws; prepare clear and concise reports and make effective presentations; coordinate multiple projects and deadlines.

- Knowledge of Countywide budgeting, accounting, and finance methods; principles and practices of public administration; including goal setting and program development, implementation and evaluation.
- Possession of a valid Nevada driver's license.

Nye County requires a pre-employment drug screen through a designated facility. Employment is contingent upon successful completion of this process.

Pay Rate: \$26.26/hr

Applications must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation or not completely filled out **will not** be considered. Applications may be obtained and returned to the following: NYE COUNTY HUMAN RESOURCES Departments: P.O. Box 3400, 101 Radar Road, Tonopah, NV 89049 or 2100 E. Walt Williams Drive, Suite 110, Pahrump, NV 89048. Applications may also be obtained by emailing [human\\_resources@co.nye.nv.us](mailto:human_resources@co.nye.nv.us) or can be downloaded from [www.nyecounty.net](http://www.nyecounty.net). Nye County is an Equal Opportunity Employer; applicants requesting accommodation under the ADA should contact Human Resources. Please call (775) 751-6301 with any questions. **Deadline: September 4, 2018 @ 5:00 p.m.**