

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

7 GRANTS WRITER - FISCAL
\$22.67/hr. – 40 HRS/WK.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 03/21/2025

REMOVE: OPEN UNTIL FILLED

**MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: GRANTS WRITER

PURPOSE OF CLASSIFICATION

The Grant Writer will research, identify, and develop funding proposals to support existing and planned program activities for the County. The individual will prepare pre-award grant proposals through submission in coordination with departments to create narrative, goals, objectives, activities, and activity timelines that align with the grant specifications for federal, state, local, and private funding sources.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

In conjunction with the Grants Manager, coordinates countywide grant funding proposals understanding the organizational structure, objectives, and program and financial needs aligning with funding opportunities.

Coordinates the planning and preparation of grant proposals for one or more departments; providing guidance and assistance to the department in interpreting the grant language, regulations, and requirements.

Prepares and compiles all components of each grant submission, ensuring the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.

Gathers, analyzes, and integrates research data into the development of proposals; prepares any statistical summaries, maps, or graphics

Develops and maintains a library of reference documentation, including such information as to funding agency requirements and forms, department profiles and programs, abstracts and reference literature, and other pertinent materials.

Program development; assist in the development of program metrics, operational procedures, and key grant activities.

Maintains an awareness of new procedures, trends and advances in the profession; participates in continuing education activities; attends meetings, workshops and seminars as appropriate related to resource development.

Maintain a positive relationship with grantors, departments, and stakeholders; handling confidential information with the utmost integrity.

Working knowledge of grant language, process, and submission guidelines determining a timeline and deadline for application progression through to submission.

Excellent research, communication, and, writing skills both written and verbal.

Review departmental funding proposals; identify and recommend changes or assistance appropriate in the preparation of the final proposal.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate Degree required in Communications, Community Planning, English, Public Health, or another related field, a minimum of 2+ years grant writing experience. Bachelor's degree preferred, but not required with grant writing experience. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.