



## **Director- Office of Grant Management**

Please look at what you can expect to earn as a **Director- Office of Grant Management** during your first year as a full time Employee with Washington County Government:

- Sixty (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
  - Vested in just five (5) years.
  - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$74,734 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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**JOB TITLE:** Director – Office of Grant Management      **GRADE:** 16

**DEPARTMENT:** Office of Grant Management      **FLSA STATUS:** Exempt

**REPORTS TO:** Chief Financial Officer

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**GENERAL DEFINITION OF WORK:**

Performs professional and administrative level management of the Office of Grant Management. Responsibilities include planning, coordinating and directing the Washington County charitable gaming program, Local Management Board operations, Community Organization Funding program, Hotel Rental Tax and Contingency program funding, Community Development Block Grants program and the Appalachian Regional Commission Grants program along with many other programs or projects involving the need for public funding. Works under the general guidance of the Chief Financial Officer for Washington County. Serves as staff advisor to the Washington County Gaming Commission; Local Management Board; and the Community Organization Committee.

**ESSENTIAL FUNCTIONS/GENERAL DUTIES:**

1. Provides direct supervision to 5.5 FTE department personnel including: personnel management, hiring recommendations, evaluations, disciplinary action, scheduling, training, and time management.
2. Prepares and manages departmental budgets.
3. Oversees and directs daily operations of the department.
4. Develops and approves departmental policies and procedures for all programs administered by the office.
5. Ensures staff compliance with the vision and mission of the office as determined by the Division Director and the Board of County Commissioners.
6. Communicates with Division Directors, the administration and elected officials on a regular basis.
7. Performs all other related tasks as required.

**GRANT MANAGEMENT**

1. Responsible either directly or indirectly for every aspect of grant management for all Federal, State and local grant funding in which the County is the grantee or holds fiscal or programmatic responsibility or acts in the capacity of grant funder.
2. Provides direction to County Departments, non-profits and for-profit organizations regarding grant availability, grant application and the overall management of awarded grant funds.
3. Ensures compliance with the Federal Uniform Guidance (Part 2 CFR 200) for all federally funded grants.
4. Identify potential grant funding sources for projects supported by the County and ensure the scope of the project is eligible to meet the requirements of potential grant funding.
5. Complete or direct responses to notices of grant funding availability along with supporting documentation for submission to funding agencies.

6. Reviews grant agreement documents to identify unusual conditions and assess the risk associated with acceptance of grant funding.
7. Serves as the primary contact for Federal, State and local funder communications.
8. Designs new grant programs, including writing guidelines, grant applications, and reporting forms and oversees the implementation of these programs.
9. Supervises the ARPA Grant Manager and ensures that reporting done to the U.S. Treasury related to this program is completed accurately and in a timely fashion.

#### **CHARITABLE GAMING:**

1. Administer and Regulate Washington County's charitable gaming statute including oversight of operators, collection of revenue, and issuance and monitoring of licenses.
2. Develop procedures necessary to implement State gaming statutes and regulations set forth by governing bodies.
3. Interpret gaming statutes and regulations and effectively communicate those directives to the businesses and organizations operating under the scope of authority of the office.
4. Oversee gaming violation investigations as a result of complaints received internally or from the general public including coordination with law enforcement if warranted.
5. Administrate gaming fund distributions with Gaming Commission and prepare recommendation for County Commissioners for final award.
6. Prepare and publish an annual gaming report for distribution as required by law.
7. Testify before the Maryland General Assembly on matters concerning Charitable Gaming
8. Suggest amendments to local Gaming Regulations and State Statutes to the Maryland General Assembly.

#### **LOCAL MANAGEMENT BOARD:**

1. Provide oversight to grants received from federal, state, and local agencies to local service providers.
2. Ensure that department personnel assigned primarily to the Local Management Board is complying with the directives of the LMB efficiently and effectively.
3. Attends and participates in full LMB and LMB committee meetings as the Director of the department.
4. Represents the county at events and meetings.
5. Serves as senior LMB liaison to the County Commissioners.
6. Ensures department staff complies with report submission obligations to grant funding agencies.
7. Testifies before the Maryland General Assembly on LMB matters

#### **COMMUNITY ORGANIZATION FUNDING**

1. Serves as Chair of the Community Organization Funding Committee
2. Administrates and manages the Board of County Commissioners Community Organization Funding program.
3. Communicates funding requirements and reviews applications submitted from charitable organizations
4. Ensures the grantees utilize funding received for intended purposes through a grant report review process.
5. Present recommended funding allocations to the BOCC.

#### **HOTEL RENTAL TAX AND CONTINGENCY FUND GRANT PROGRAMS:**

1. Reviews and approves funding applications submitted for funding.
2. Makes recommendations for funding to the County Administrator and BCC when applicable.
3. Directs disbursement of funding
4. Receives and reviews grant reports to ensure funding was utilized as intended.

## **COMMUNITY DEVELOPMENT BLOCK GRANTS /APPALACHIAN REGIONAL COMMISSION GRANTS:**

1. Provides oversight for the preparation, compilation and submission of grant applications to DHCD and ARC on behalf of the County and sub-recipient community partners.
2. Ensures department attendance at meetings and training sessions as the County's representative and liaison to DHCD and ARC.
3. Provides oversight for the fiscal and programmatic monitoring of grant funding received by the County or sub-recipients.
4. Provides oversight of the submission of all fiscal and programmatic reports as directed by DHCD and ARC to ensure compliance with State and Federal regulations.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Thorough knowledge of state and local gaming statutes and regulations.
2. Ability to read and interpret written laws and legislation.
3. Knowledge of the criminal and civil justice system.
4. Knowledge of the General Assembly and legislative process.
5. Thorough knowledge of federal and state programs and related grant applications and administration.
6. Thorough knowledge of the federal and state laws and regulations governing the implementation and administration of various grant programs;
7. Thorough knowledge of current issues involving children and youth.
8. Ability to gather and analyze facts on a variety of subject matter and to assemble reports.
9. Ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with local, state and federal officials, community and business leaders, vendors, program participants and the general public.
10. Must be proficient with various office software programs including: Microsoft Word, Microsoft Excel, etc.

## **EDUCATION AND EXPERIENCE:**

1. A bachelor's degree from an accredited college or university is required.
2. Five (5) to seven (7) years experience working with for-profit businesses and non-profit agencies in an administrative and supervisory capacity where responsibilities included grant management.
3. A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

## **SPECIAL REQUIREMENTS:**

Possession of a valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to [hrservice@washco-md.net](mailto:hrservice@washco-md.net)

Internal Candidates (Current County Employee)'s are required to use an Internal Application (including resume) when applying.

<https://www.washco-md.net/internal-jobs/>

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**OPEN UNTIL FILLED**