



# CASCADE COUNTY

## Job Vacancy Announcement

Submit all application materials to:  
Cascade County Human Resources Department  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Grant Writer**  
Schedule: **Full-time with Benefits**  
Department: **Commission Office**

Salary: **\$55,000-\$60,000 DOE**  
Closing Date: **Open Until Filled**

Department Administrator: **Board of County Commissioners**

### Education/Experience/Training:

Bachelor's Degree in finance, accounting, public administration or a liberal arts field demanding excellent writing and analytic skills **and** three (3) years of experience in grant preparation, management and administration or similar program management.

**or**

Associate's Degree in finance, accounting, public administration or a liberal arts field demanding excellent writing and analytic skills **and** five (5) years of progressive experience in grant preparation, management and administration or similar program management.

**or**

High School Diploma or HSE and seven (7) years progressive experience in in grant preparation, management and administration or similar program management and demonstrated excellent writing and analytic skills.

### Licenses/Certifications:

Must possess a valid driver's license issued by the State of Montana.

### JOB SUMMARY

The Grant Writer functions under the direction of the Cascade County Board of Commissioners (BOC) and is responsible for the County efforts to identify, evaluate and access federal, state, local government and/or non-government grant funding sources for the County. The Grant Writer will work with all staff across the County to research, pursue, write and monitor grant proposals in accordance with the required format and submit the grant applications and the requisite supporting documentation to the government and non-government grant making agencies, foundations and organizations. This position will obtain and maintain a working knowledge and understanding of the history, structure, objectives, programs and financial needs of the County and research grant opportunities from governmental and non-governmental funding sources and prepare and submit grant applications and the requisite supporting documents based on and in accordance with the funding objectives and requirements of the County. The Grant Writer will respond to internal and external queries on drafted and submitted grant proposals and applications, maintain positive relationships with funding providers and other stakeholders and maintain records and submit reports related to grant opportunities. The Grant Writer will provide assistance with the annual fiscal audit by assembling grant related financial documentation as instructed by the BOC and as requested by the Clerk and Recorder's Office and will ensure the effectiveness of County government in obtaining grant funding by providing efficient, innovative services and grant related expertise and analysis in support of all County Offices/Departments. The Grant Writer participates in decisions related to County grant matters and performs other related duties as required or assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Researches, identifies, evaluates and develops potential federal, state, local government and/or non-government grant funding sources and opportunities for the County; Obtains and maintains a working knowledge and understanding of the history, structure, objectives, programs and financial needs of the County and conducts research on grant opportunities from governmental and non-governmental funding sources based on and in accordance with the funding objectives and requirements of the County; Prior to grant application, evaluates and oversees grant requirements to include determining the amount of matching funds required, if in-kind services are to be provided, length of the grant and consequential disposition of service, and related operating expense reviews and presents completed evaluation and submission worthiness to BOC for review and final approval; Prepares and reviews grant proposals in accordance with the required format and submits the grant applications and the requisite supporting documentation to the government and non-government grant making agencies, foundations and organizations in a timely manner; Actively listens to office/departmental needs and researches available grant parameters to determine if needs can align with grant opportunities; Reviews all grant funding requests for the County and coordinates and oversees the review and application processes; Works with and coordinates with the Budget Officer/Grants Coordinator on a limited basis and in a collaborative, team-oriented manner on specific grant-related special projects, initiatives and tasks as deemed necessary and as specifically directed by the BOC and utilizes overall grant-related expertise and, when applicable, knowledge of the subject grant and/or funding source obtained during the application/submittal process to assist in and further the execution of the County's grant strategy and programmatic successes; Assists and guides other County Offices/Departments in a collaborative, team-oriented manner with the grant proposal and application process to access federal, state, local government and/or non-government grant funding sources for the County; Develops, maintains and oversees the grant writing and application processes for the County and establishes the procedures for accessing and developing grant information and reports based on interpretation of available grant programs and trends in federal, state and private grant programs; Maintains an updated and current information file on grants and grant activity, including what grant programs are available, where to apply for which grant programs and trends in federal, state, local and other funding source programs; Researches and remains current on federal, state, local and other funding source grant requirements; Responds to Requests for Proposals (RFP's), Notice of Funding Opportunities (NOFA's), and other grant funding opportunity documents and notices in a time sensitive manner; Responds to internal and external queries on drafted and submitted grant proposals and applications in accordance with the standards and guidelines established by the BOC and maintains positive, effective and professional relationships with funding providers and other stakeholders; Identifies and disseminates compliance requirements obtained through the application process to the BOC and Budget Officer/Grants Coordinator, manages and oversees internal/external steps in the approval process, reviews draft applications and make necessary edits to ensure accuracy, completeness and clarity and compliance with federal, state, local government and private funder requirements and conformity with County procurement standards and resolves issues in the application process with grant funding sources; Maintains and operates on-line grant information retrieval systems for grant and funding information and prepares grant-related reports or studies on grants as requested by the BOC; Possesses a thorough knowledge of the laws, rules, regulations and guidelines applicable to governmental, private and other grant programs and sources and the ability to research highly technical issues and the capacity to work with County Offices/Departments in grant related matters; Provides assistance with the annual fiscal audit by assembling grant related financial documentation as instructed by the BOC and as requested by the Clerk and Recorder's Office and will ensure the effectiveness of County government in obtaining grant funding by providing efficient, innovative

services and grant related expertise and analysis in support of all County Offices/Departments; Provides administrative oversight and guidance, technical assistance and training and support to County Offices/Departments with regard to the proper preparation of grant applications and the development and implementation of procedures to ensure uniformity and adherence to County policy in the grant application processes/systems; Prepares and implements necessary documentation for grant awards; Manages concurrent grant applications and proposals while adhering to multiple deadlines, maintaining and fostering professional, productive and effective relationships with funding source personnel and representatives; Makes policy and standard operating procedure recommendations to the BOC relating to grant writing, submission, procurement, award receipt and internal and external reporting to ensure and attain County grant funding goals and objectives; Works with, maintains and adheres to strict standards of confidentiality of highly-sensitive and confidential information and material and works in and adapts to a rapidly changing environment while maintaining professional and effective working relationships with County personnel and personnel from other agencies, organizations and funding sources; Conducts research, and gathers and synthesizes information, prepares complex reports and analysis as assigned by the BOC; Works in an effective, highly organized, detail-oriented manner while prioritizing and multi-tasking projects to ensure that projects are carried through to completion; Receives requests from the public for grant-related information and provides information or directs requests to other appropriate County Offices/Departments or other County personnel in accordance with the standards and guidelines established by the BOC; Communicates and interacts with supervisors, County employees, personnel from other agencies, organizations and funding sources and the public in a professional, courteous and effective manner; Works in a professional and effective manner under pressure and in stressful situations; Works independently with a minimum of supervision; Attends all job-related training, seminars and conferences; Performs other related duties as required or assigned.

***Knowledge and understanding of:***

Grant research, writing, proposal development, application and submission processes, methods and techniques; Governmental, private and other grant programs and sources; Laws, rules, regulations and guidelines applicable to governmental, private and other grant programs and sources; Working knowledge and understanding of the history, structure, objectives, programs and financial needs of the County; Generally accepted accounting principles (GAAP), practices and standards; Governmental fiscal administrative process governing grant administration; Uniform Guidance for Federal Grants and Cooperative Agreements and all subparts (2CFR200); Montana Code Annotated (MCA) for Contract Requirements, Procurement Policy and Local Government (primarily Titles 2, 7, and 18); Cascade County policies and procedures and safety rules and practices; Professional and effective oral and written communication; Principals of records and document management; Computer software including word processing, database, spreadsheets, internet and Microsoft Office appropriate to assigned duties.

***Skills in:***

Standard grant procedures including research, writing, proposal development and preparation, application and submission; Creating Excel Spreadsheets to display analysis data in an understandable format; Understanding, interpreting and executing complex oral and written instructions and processing detailed reports; Operating a computer using word processing, financial spreadsheets, specialized database applications, internet and Microsoft Office appropriate to assigned duties; Preparing accurate and reliable reports containing findings, recommendations and technical documentation; Time management, organization and managing multiple priorities under time sensitive deadlines; Critical thinking and problem solving; Accuracy and attention to detail; Establishing and maintaining professional and effective working relationships with the BOC, other County departments, employees and personnel from other agencies, organizations and grant funding sources; Communicating in a professional and effective manner, orally and in writing, in technical and non-technical terms.

***Ability to:***

Perform standard grant procedures including research, writing, proposal development and preparation, application and submission; Develop and maintain an understanding of the governmental, private and other grant programs and sources; Develop and maintain an understanding of the needs and objectives of both the County and the organization that is offering grant funding; Develop and maintain an understanding of the history, structure and programs of the County; Make recommendations to develop or modify program plans; Proficiently operate a computer using word processing, financial spreadsheets, specialized database applications, internet and Microsoft Office appropriate to assigned duties and achieve knowledge of additional computer applications to complete required job duties; Communicate in a professional and effective manner, orally and in writing, in technical and non-technical terms; Work with, maintain and adhere to strict standards of confidentiality of highly-sensitive and confidential information and material; Establish and maintain professional and effective working relationships with County personnel and personnel from other agencies, organizations and funding sources; Work collaboratively with management, co-workers, multiple agencies and organizations; Research, interpret, evaluate and apply complex rules and regulations based on local, state and federal laws, County policies, procedures, rules and standards and determine how the County's needs might fit within the parameters; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Respond promptly to requests from the public and various personnel for grant-related information in accordance with established standards and guidelines; Analyze and interpret grant-related data and information, reach conclusions and make strategic recommendations for the County; Make recommendations based upon and in accordance with information obtained in grant application and submission process to help assist in the County's management and administration of procedures and practices; Utilize proper grammar, spelling and punctuation in written communication and proofreading and editing documents for clarity, accuracy and completeness; Work in an effective, highly organized, detail-oriented manner while prioritizing and multi-tasking projects to ensure that projects are carried through to completion; Work in and adapt to a rapidly changing environment and under pressure and in stressful situations; Use logical and creative thought processes to develop solutions to problems; Meet challenges with resourcefulness through original thinking and creativity; Read, analyze and compile and comprehend complex materials, information and reports presented orally and in writing; Prepare and submit accurate, timely reports and records; Maintain and update files ensuring the accuracy and detail of all documents; Observe established lines of authority; Comprehend and follow verbal and written instructions; Observe work hours and demonstrate punctuality; Work independently or as a team member with minimal supervision.

The successful applicant shall serve a 1-year probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**