

PLANNER/GRANT WRITER

The Ross County Board of Commissioners (BOC) seeks an experienced individual with strong grant writing, grant administration, and planning skills.

Resumes will be accepted by mail or email until 4:00pm Thursday February 8th.

Send resumes to:

J. Devon Shoemaker, Planning and Development Director

15 N. Paint Street, Suite 200

Chillicothe, Ohio 45601

Email to: devonshoemaker@rosscountyohio.gov

NO PHONE CALLS.

A full description of the position is also posted on the Ross County Commissioners website which may be accessed at <http://www.rosscountycommissioners.com>

and at the Ross County Planning and Development website at

<https://www.rosscountyohio.gov/planning/>

JOB SUMMARY

The Planner/Grant Writer, under the direction of the Planning and Development Director, is responsible for efforts to identify, evaluate and access federal, state; local government and/or non-government grant funding sources, and provide grant administration for BOC projects. The Planner/Grant Writer will work with staff across the multiple departments to plan, 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 sources. This position requires basic knowledge of strategic planning and comprehensive planning efforts in order to focus funding efforts toward county goals and objectives (funding for capital, transportation, and economic development projects identified in plans).

The Planner/Grant Writer provides assistance with the annual fiscal audit by assembling grant related financial documentation as instructed by State and County Auditor and as requested by the BOC, and ensures the effectiveness of County government in obtaining grant funding by providing efficient, innovative services and grant related expertise and analysis.

The Planner/Grant Writer may provide planning and grant writing assistance to villages and townships, if authorized by the BOC. Other general assistance includes disseminating grant notices from various federal, state, and non-government sources to county agencies, townships, and villages.

This position will assist the director of Planning and Development on planning, funding, and implementation of Comprehensive Plan key economic and land use initiatives, thoroughfare planning, revitalization efforts, and subdivision review when necessary.

ESSENTIAL JOB FUNCTIONS

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. 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, coordinates with planning teams 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. Actively monitors, gathers, and disseminates information about grant opportunities to county departments, villages and townships. Provides planning assistance to Planning and Development Director as needed.

This position also serves as the Grant Compliance Officer to ensure grant requirements relative to documentation, reporting, phased scheduling and tracking of milestone goals, target dates and deadlines, and any other grant administration duties required for all county grants obtained.

Performs other duties as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in the area of planning, economics, public administration, business administration, or equivalent education or experience.
- 3-5 years of experience in planning, grant writing, and grant management in government, education, planning, NGO, business enterprise, etc.

- Proven experience obtaining and managing federal and state transportation, housing, and infrastructure grants.
- Experience with downtown revitalization efforts and programs

KNOWLEDGE, SKILLS, AND ABILITIES

- Planning: ability to understand County goals and objectives contained in strategic plans that focus on economic development, land use, and transportation, and housing.
- Financial management skills including developing and monitoring grant budgets for state and federal financial reporting.
- Project management and supervising administrative staff
- Procurement and Contract Management
- Strong skills in written and verbal communication.
- Ability to manage multiple projects, activities, and tasks simultaneously, even under pressure.
- Ability to negotiate services related to grants with vendors.
- Ability to perform in a cross-functional team approach and job responsibilities.
- Computers with related knowledge of software programs and the Internet (i.e.. Microsoft Suite, ArcGIS)
- Possess excellent interpersonal and presentation skills.

JOB TYPE: FULL-TIME

This is an unclassified full-time position

BENEFITS:

- PERS
- Deferred Compensation
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance
- Holidays
- Flex Time

Salary Range: \$55,000 to \$65,000

Number of Positions Supervised: One

Primary Work Location: 15 N. Paint Street, Suite 200, Chillicothe, Ohio 45601. Some remote work may be permitted