



LEON COUNTY, FL
INVITES YOUR INTEREST IN THE POSITION OF
GRANTS MANAGER

THE COMMUNITY

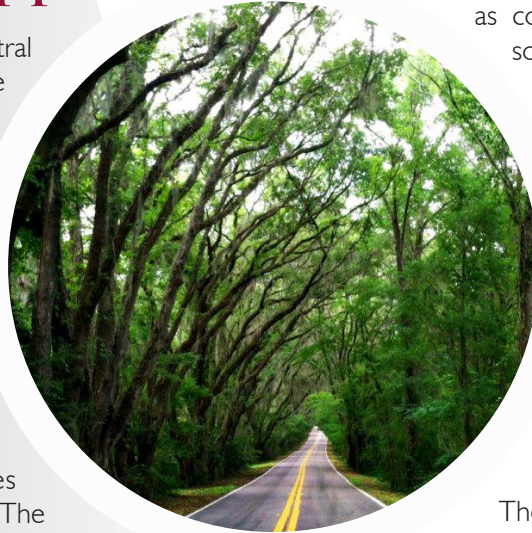
Leon County is located in North Central Florida adjacent to the Georgia state line and halfway between Jacksonville and Pensacola. The County was established in 1824, named after the Spanish explorer Juan Ponce de Leon. He was the first European to explore Florida in 1513 in search of the "Fountain of Youth" and named the state after the Spanish word for "flowery."

The County has a population of 295,921 and encompasses approximately 702 square miles. The City of Tallahassee, population 197,670, is the County seat, the Florida State Capital, and the only incorporated city within the County. The City of Tallahassee covers about 103 square miles, and roughly 33% of Leon County residents live outside the Tallahassee city limits.

The County is known throughout the Florida Panhandle as a hub for state government. The County has an energetic atmosphere as the home of the State capital and with its local universities and colleges, which provide many cultural and sporting event opportunities. There are many festivals including Cleaver & Cork Food and Wine Festival, Downtown GetDown, Frenchtown Rising, Greek Food Festival, LeMoyne Chain of Parks Art Festival, Opening Nights FSU concert series, Southern Shakespeare Festival, Springtime Tallahassee, Soul of the Southside, Sundown Concert Series, Tallahassee Film Festival, Tallahassee Marathon and Half Marathon, Winter Festival, and Word of the South Literature and Music Festival.

The County has the most highly educated population in Florida with 46.6% of its residents having a Bachelor's degree or higher. The national average is 23.5%. Higher educational opportunities are available through many esteemed local and regional colleges and universities, including Florida State University, Florida Agricultural and Mechanical University, Tallahassee Community College, and branches of Saint Leo University, Thomas University, Keiser University, Barry University, Flagler College and Embry-Riddle Aeronautical University. The County has an exceptional public school system, and the region offers options for excellent primary and secondary education.

The County has many national law firms, lobbying organizations, trade associations, and professional associations including the Florida Bar and the Florida Chamber of Commerce. The County is also home to the National High Magnetic Field Laboratory, the largest and highest power magnetic research laboratory in the world. Major employers in the area include the following local and state government agencies: City of Tallahassee, Leon



County Government, and State of Florida; as well as colleges, hospitals, universities, and the south's largest grocery store chain: Florida Agricultural and Mechanical University, Florida State University, HCA Florida Capital Hospital, Leon County Schools, Publix Supermarkets, Tallahassee Community College, and Tallahassee Memorial HealthCare. The recent racial demographics of the county are 56% White; 30.9% Black; 6.56% Hispanic; 3.6% Asian; and 2.94% Other, with a median household income of more than \$75,000.

The area offers quaint local dining, theaters, nightlife, shopping venues, museums, and an abundance of recreational activities. With an average of 231 days of sunshine each year, Leon County has long summers and short mild winters, ideal for the outdoor enthusiast. The region has many natural wildlife habitats to enjoy, as well as freshwater springs, beaches within a one-hour drive, and nearby hunting and fishing. The warm climate, ethnic diversity, natural beauty, stable economy, a variety of housing choices, excellent schools, and advanced transportation system afford residents an exceptional quality of life.

THE ORGANIZATION

The Leon County Board of County Commissioners consists of seven elected officials, five of which are elected to serve specific commission districts, and two members which are elected at-large. Leon County is a Commission-Manager form of government, and the County Administrator is appointed by the Board to oversee all functions, directives, and policies of the County. As of November 12, 2002, Leon County is governed by a Home Rule Charter.

The County Administrator is appointed by the Board of County Commissioners and is responsible for carrying out the directives and policies of the Board. The County Administrator is also responsible for the management and supervision of all functions and personnel under the Board of County Commissioners. The total County budget is \$317.9 million, and the total number of full-time equivalent staff is 1,822.

Leon County has five Constitutional Officers, which includes the Clerk of the Court, the Property Appraiser, the Sheriff, the Supervisor of Elections, and the Tax Collector. Constitutional Officers are elected to administer a specific function of County government and are directly accountable to the public. Other elected officials of Leon County include the Judiciary, State Attorney, and Public Defender.

THE POSITION

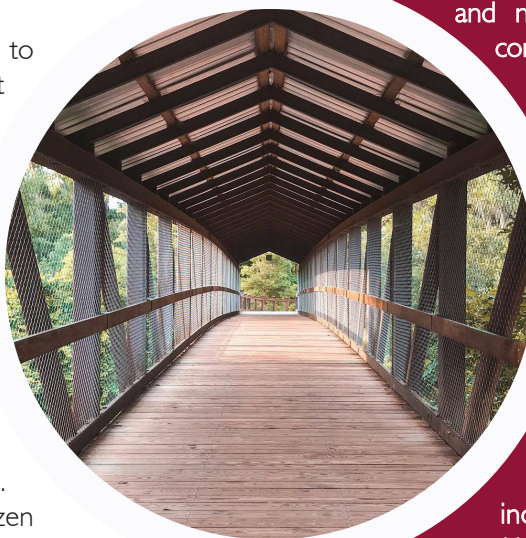
The Grants Manager reports to the Budget Manager within the Office of Management and Budget and serves as a subject matter expert, responsible for providing County-wide assistance in accessing and managing the grant resources necessary to facilitate the delivery of services consistent with Board policies. In addition, the Grants Manager works closely with County offices and departments to evaluate grants that align with Leon County's mission.

Serving as the organization's primary contact for federal appropriations and grants, the Grants Manager is responsible for grants solicitation, writing and preparing grant applications, and tracking and managing grants. The Grants Manager manages, advises, and consults with all appropriate County staff and partners regarding grants' specifications, program descriptions, work plans, and timelines. Additionally, the Grants Manager works with offices/departments to compile information, data, and financial documentation.

The Grants Manager writes and generates grant proposals, grant narratives, and supporting documents and offers grant writing services through timely submission of well-researched, well-written, and well-documented grant proposals. Representing the County, the Grants Manager prepares and delivers presentations, agenda items, and other related business activities and serves as a liaison on issues regarding countywide grant activities.

Additional duties and responsibilities include:

- Prepares, submits, or assists in the submission of grant applications. Coordinates with appropriate personnel within various County departments to determine the need and identify potential grant funding opportunities. Provides technical assistance to departments in preparation of grant applications. Provides County staff with grant training assistance.
- Coordinates, prepares, or assists with grant reimbursements submissions, grant desk audits, and on-site monitoring reviews. Coordinates with County departments on grant reporting deadlines and due dates. Monitors ongoing grant activity compliance. Contacts the appropriate grant managers within the departments concerning grant reporting requirements. Monitors required reporting deadlines to ensure compliance.
- Coordinates with existing granting agencies to ensure programmatic requirements are met and inquires about new or upcoming funding opportunities. Tracks and monitors all County grants. Creates new grant numbers, monitors reimbursements and expenses, journals any grant costs to appropriate accounts, and tracks grant leveraging and grant funding sources.
- Manages or assists in managing external grants not handled by departments. Prepares and submits necessary grant applications, following the guidelines within the program. This includes the development of necessary citizen advisory boards. Monitors activities of the sub-grantees. Submits all necessary financial and programmatic reports.



- Develops and maintains relationships with grant agencies. Researches new grant funding opportunities. Using various external sources, determines the availability of resources to meet the needs of County government, as well as outside entities as determined by the Board. Monitors proposed legislation. Develops appropriate teams to address various state and federal grant funding issues.
- Monitors Board policy as it relates to items with potential for grant assistance. Writes and proposes new policies relating to grants in order to make the process of application and submittal more efficient and effective. Develops necessary grants reporting.

THE IDEAL CANDIDATE

The ideal candidate will be collaborative, team-oriented, and motivated, operating with a sense of urgency and personal accountability. Candidates must be able to prepare reports clearly and concisely and maintain administrative processes and procedures. Must be able to read, analyze, and interpret financial reports. Managing and evaluating work assignments and coordinating and negotiating with vendors and contractors is essential. The ability to read, analyze and interpret financial reports; plan, organize, and meet multiple deadlines; and work within a set budget is needed. Must possess strong MS Excel and Word skills and the ability to use financial and budgeting software.

The ideal candidate will have knowledge and experience writing and managing grants, including grants management tracking, budgeting, and reporting methods. Must be skilled in grant budget planning and compliance;

managing/coordinating various projects; and building and maintaining effective relationships with internal and external stakeholders, including Department and Division Directors, Constitutional Officers, County employees, customers, contractors, and the general public. The selected candidate will have excellent communication skills, both written and verbal.

Requirements include a Bachelor's degree in Grants Management, Accounting, Finance, Public Administration, or a related field and four years of related work experience; or an equivalent combination of training and experience. Grant writing/management is required. Must have a valid Florida Driver's License and have a favorable driving record. A Florida Certified Contract Manager (FCCM) certification is preferred.

All Leon County employees (regular full-time and part-time, OPS, and PRN) are required to work before, during and after a Declared Local State of Emergency (DLSOE). Participation is considered a condition of employment.



COMPENSATION

The starting salary is open, dependent upon qualifications, and will be based upon the knowledge and experience of the individual selected. The County offers a competitive benefits package. The State of Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, please visit our website at www.srnsearch.com and apply online. The position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the County. Candidates will be advised of the status of the recruitment process following the selection of the Grants Manager.

Leon County is an Equal Opportunity and Veterans' Preference Employer. Pursuant to Florida's broad Public Records/Sunshine Law, applications and resumes are subject to public disclosure.

Questions regarding this recruitment may be directed to:

Mr. Elliott Pervinich Vice President
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www.srnsearch.com

