



CLASS SPECIFICATION

Class Title: Contract and Grant Administrator
Department: Auditor
FLSA: Exempt

Class Code: 3358
Grade: 26
Eff. Date: 11/1/2022

GENERAL PURPOSE:

Under general supervision from the County Auditor, responsible for countywide contract management including specification development, sourcing, solicitation, procurement, and contract development/execution; management of all programmatic and administrative aspects of America Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF), grant development, and surplus property management.

EXAMPLE OF DUTIES

Determines and utilizes best and most cost effective methods for procurement, e.g. utilization of State of Utah or other existing contracts, request for proposals (RFP), request for quotes (RFQ) and request for information (RFI), etc. Ensures all procurement activity is conducted in a fair, legal and ethical manner.

Manages all County RFPs, RFQs, and RFIs. Works closely with departments and Civil Attorney division to draft all documents related to requests and ensures that they comply with relevant laws, ordinances, policies, and procedures; compares and evaluates bids to determine compliance with specifications; authorizes appropriate purchasing method to complete purchase transactions.

Ensures specifications are expressed in writing to define materials or products which convey a common meaning or description to the buyer and seller by including simple and/or elaborate technical descriptions, performance expectations and testing methodologies using standards for specification text.

Maintains all requests and proposal submissions, vendor contracts/agreements, and vendor correspondence.

Assists departments by interpreting and explaining purchasing policies and procedures, and ensuring compliance with applicable ordinances and state laws.

Except as otherwise already in policy, ensures that all rebates, discounts, gifts, meeting and /or event invitations related to the specific purchasing functions for all Davis County Departments and purchasing agents inure to the benefit of the County.

Administers all aspects of ARPA – SLFRF projects from inception to completion including but not limited to: public outreach, project application, disbursement of funds, financial tracking, sub recipient monitoring, quarterly and annual federal reporting, project close out and program documentation.

Works with SLFRF sub recipients to negotiate and execute project contracts. Provides training and technical assistance to SLFRF sub recipients to ensure compliance.

Maintains a thorough familiarity of US Treasury guidance of ARPA-SLFRF and federal Uniform Guidance (2 CFR 200), Davis County financial policy and State of Utah code.

Ensures compliance with federal regulations and oversees development and modifications to policies and procedures documenting compliance of grant programs with state and federal requirements.



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Carries out related work associated with federal and state grant administration as required.

Manages disposition of surplus property in accordance with applicable county policies, ordinance, and state laws; coordinates receiving, storing, controlling, and transferring surplus personal property to ensure full utilization of available property by using standard operating procedures.

Works on special projects and performs other related duties as assigned.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in economics, business management or administration, public administration, community or regional planning, or a related field, plus four (4) years of progressively responsible experience in public administration, project management, contract administration, or a related field. Acceptable combination of education, experience, and professional credentials may be considered.

Preference given for direct experience administering grant programs or other public sector financial tracking, grant review, board administration, housing development.

Preference given for following credentials: Certified Grant Administrator (CGA), Certified Grants Management Specialist (CGMS), Grant Professional Certification (GPC) or similar professional certification.

2. Special Qualifications:

Employment contingent upon successfully passing a criminal history background check.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: grant administration cycles; federal, state, and local government mandates related to the CDBG program, labor compliance, and other public funding sources and methods; HUD environmental review process; project management, project cost accounting, and project budget development; structure of City/County government.

Skill in: all computer hardware and applicable software including MS Word and Excel; applying correct spelling, grammar, and punctuation.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah



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motor vehicle rules and regulations.

Ability to: prioritize work assignments and adjust priorities in a multi-task environment; read, interpret, and apply federal, state, and local regulations, ordinances, policies, and contracts; effectively communicate ideas and concepts verbally and in writing to multiple audiences; make presentations in public forums; quickly assess critical situations and solve problems; work effectively under stress; meet established deadlines and adjust as work priorities change; master new technologies; follow oral and written instructions; establish and maintain effective working relationships with supervisors, staff, and allied agencies; demonstrate sound independent judgment, tact, initiative and resourcefulness in daily working environment.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**