

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



GRANTS SUPERVISOR

JOB CODE: 20121	PAY GRADE: 23	PAY RANGE: \$57,600 - \$92,160
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GENERAL DESCRIPTION

Under the direction of the Captain of Strategic Planning, this position develops and oversees enhancements to existing resources, programs, and services and engages in tasks critical to the successful introduction of new resources, programs, and services into the agency. This position is responsible for developing, for the Sheriff's review and selection, proposals, and grant applications that support the agency's mission. Due to the varied and important nature of projects and programs initiated or assigned, the incumbent is required to work with a high degree of independent judgment. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Establish and maintain lines of communication with state and federal funding agencies;
- Negotiate and oversee major contracts with federal agencies;
- Supervise the Grants Administration staff and oversee all administrative aspects of the Section, including, but not limited to, proposal development, grant and contract management, the establishment and/or enhancement of partnerships with government and community entities;
- Manage and coordinate all the elements of the resource development process. Assemble and lead development teams, including agency and non-agency members, for new and existing initiatives;
- Provide leadership, oversight and coordination for agency-wide resource development initiatives and efforts; and expand basic ideas into compelling and formal proposals to develop major initiatives;
- Continuously scan and analyze the criminal justice landscape to identify major opportunities for the agency to apply its expertise through the development and introduction of new programs;
- Serve as chief resource person regarding local, state and federal funding opportunities;
- Manage and coordinate fund raising efforts of the Pinellas County Sheriff's Office Foundation;
- Vet requests from outside agencies for letters of support and make recommendations to the Sheriff;

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- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree
- Four (4) years' experience in grant management/grant writing
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and skill in working with local, state, and federal agencies; non-profits; and charitable foundations to enhance agency programs, services, and resources
- Knowledge of government contracting requirements and procedures to develop budgets and negotiate contracts with funders;
- Knowledge of the agency administrative procedures to supervise staff, prepare internal budget, and negotiate contracts in compliance with agency policies and procedures;
- Ability to interpret the impact of proposed and enacted legislation to set annual priorities for seeking external resources, as they apply to the agency
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Frequently lift up to 10 lbs.
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, climb, reach, kneel, or twist