

# CONTRACTS/GRANTS COORDINATOR

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Apply

**ISSUED: 05/22/2023**

**CLOSES: 05/26/2023**

Re-advertised

**Position:** CONTRACTS/GRANTS COORDINATOR

**Salary:** \$56,305 Annually

**Department:** Youth Services/Finance, Contracting and Administrative Services

**Hours:** 8:00 A.M. to 5:00 P.M., Monday - Friday

**Other:**

Use the Job ID based on the Position Location as follows

Location	Job ID
50 S. Military Trail, WPB	20353

Performs administrative work by writing contracts/amendments/grants, and related administrative documents, to ensure compliance with terms by the parties. Provides regular reports/updates to the Contract Manager for contract monitoring and expirations. Seeks and analyzes available grant funding opportunities on matters relating to the availability of federal/state grant funding and writes grant applications. Maintains contracts/grants spreadsheet by accurately entering data, with continual review of content for generating statistical reports. Assists in other tasks to support the Department. Serves as a liaison with other county, state, federal and community agencies. Monitors policies and procedures spreadsheet/files for departmental rotation review, by running reports, distributing documents and monitoring progress of review. Work is performed with considerable independence and is reviewed through conferences, reports and observation of results achieved.

**QUALIFICATIONS:**

**Bachelor's Degree in Public/Business Administration or closely related field; minimum of two (2) years of experience in a staff or administrative capacity initiating/managing/coordinating contracts, grants/leases.**

**Equivalencies: Unrelated Bachelor's Degree and three (3) years of related experience OR related Associate's Degree and four (4) years of related experience OR unrelated Associate's Degree and five (5) years of related experience.**

**PREFERENCE FOR THREE (3) YEARS OF EXPERIENCE WITH:** Preparing contracts and amendments; preparing/processing Palm Beach County Board of County Commissioners Agenda Items and/or summary documentation; database management. Also desirable: Experience using Microsoft Office (Excel/Word); experience converting files to Portable Document Format (PDF) files **(must specify on application)**; experience writing applications for federal/state grants **(must specify on application)**.

**NOTE:** It is not necessary to submit another application for this position if you applied 2/13-24/23, 3/13-17/23 or 4/3-7/23.

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All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane.

In accordance with Affirmative Action requirements of Sec. 503 of the Rehabilitation Act of 1973, as amended, and provisions of the Americans with Disabilities Act of 1990, the County provides reasonable accommodation. If you need a reasonable accommodation for interviewing or initial employment, please notify the Palm Beach County BCC Human Resources Department.  
EO/AA Employer M/F/D/V; (Drug Free Work Place)