



Seeking applications for the position of:
Grant Administrator

Open Date: April 14, 2025

Closing Date: April 28, 2025 at 5:00p

Wage: \$4,801.33 per month plus a generous benefit package including: Persi retirement; employer paid medical, dental, and vision; paid vacation and sick leave

QUALIFICATIONS:

- Graduation from high school or possession of a GED is required; and
- Associate degree in management is preferred; and
- Three years' experience in preparing federal, state and/or foundation grant proposals and administration; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

General Statement of Duties: Under the supervision of the City Clerk, this position serves as the City's in-house grant writer and administrator, developing and submitting proposals and coordinating with other City departments, governmental organizations, and private foundations. The Grant Administrator facilitates the implementation of grant awards and ensures post-award compliance.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Rules, regulations, laws, policies and procedures related to grants
- Application, procurement, and management of public and private grant funds
- Grant application process and writing of applications/proposals
- Accounting practices and procedures

Ability to:

- Develop, write, and implement strategic plans to support grant requirements
- Gather, analyze, and evaluate a variety of data
- Work independently with minimum supervision
- Maintain and update financial records for grants and contract budgets
- Ensure proper tracking of grant spending/reporting for audit

OTHER REQUIREMENTS:

- Possession of a driver's license issued by the State of Idaho
- Community Development Block Grant administrator certification must be obtained at earliest available opportunity

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email HR@mountain-home.us. Applications can also be submitted in-person to City Hall at 160 S 3rd E St. A full job description is available at City Hall.