



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Grant and Special District Administrator	Opening Date: February, 10th, 2025	Application Deadline: Open until filled	Job #: 250202
Department: County Auditor	Starting Salary: \$33.66 - \$35.77/hr	Location: Bastrop, TX	Travel: Minimal

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: The Grant and Special District Administrator works to ensure proper accounting, compliance, reporting and maximum utilization of grant funding from Federal, State, and other grant funding sources is obtained. This position is responsible for locating and identifying supplemental financial resources, above and beyond local tax dollars, to support the goals and missions of Bastrop County. This includes but is not limited to coordinating with other government entities or non-profits and overseeing consultants who may be contracted to assist with various grant applications. Work involves financial tracking, reporting, research, evaluation, writing, negotiating and securing grants for the County.

Knowledge, Skills and Abilities: Must have personal computer skills and ability to learn software packages; have accurate, efficient keyboarding skills; have ability to communicate clearly and concisely, both verbally and in writing; possess knowledge of financial management including developing and monitoring budgets and financial reporting; grant compliance, including reporting and regulatory requirements; audit principles; project management;

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, possess a valid Texas Driver's license and conduct business in a professional, courteous manner.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: *Grant and Special District Administrator*

Department: County Auditor
Reports To: County Auditor

FSLA Status: Non-Exempt

SUMMARY:

As a member of the Audit team, the Grant and Special District Administrator works to ensure proper accounting, compliance, reporting and maximum utilization of grant funding from Federal, State, and other grant funding sources is obtained. This position is responsible for locating and identifying supplemental financial resources, above and beyond local tax dollars, to support the goals and missions of Bastrop County. This includes but is not limited to coordinating with other government entities or non-profits and overseeing consultants who may be contracted to assist with various grant applications. Work involves financial tracking, reporting, research, evaluation, writing, negotiating and securing grants for the County. The position will also review, evaluate and monitor the County's various special district financial data.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the County Auditor
Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

include the following:

1. Performs relevant research to identify available grant opportunities and evaluate the results.
2. Directly involved in grant writing and submitting grant applications by working with county departments and outside agencies
3. Prepares reports, reconciliations, budgets and reimbursement requests. Monitors and manages all financials for each grant
4. Presents to the Commissioners' Court grant applications, awards and acceptance of funding opportunities
5. Attends meetings and monitors the reconciliation and reporting of subcontracted grant administrators
6. Audits payment requests submitted for special districts to ensure accurate accounting, billing and reporting
7. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the public.
8. Maintains confidentiality and security of all County Auditor information and systems.
9. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and

level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Financial management including developing and monitoring budgets and financial reporting;
Grant compliance, including reporting and regulatory requirements;
Audit principles;
Project management;
Financial software and tools;
Advanced analytical and problem solving skills;
Advanced organizational skills;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Excellent interpersonal and presentation skills;
Prioritize work, meet deadlines and attention to detail;
Perform multiple tasks simultaneously in a timely manner;
Work under pressure and meet deadlines;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively present to audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;
Interpreting federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience in financial management, budgeting, and reporting within a public sector or similar environment; adept at composing comprehensive written reports. Previous experience preparing and/or monitoring federal and state grants preferred, or an equivalent combination of education, training and experience

Education:

High School diploma or equivalent. Bachelor's degree preferred.

Licensing:

Possession of a valid driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.