

City of Apalachicola

Notice to Receive Qualifications

Professional Grant Administration / part-time contract

Qualifications for the City of Apalachicola for Professional Grant Administration will be received at City Hall, 192 Coach Wagoner Blvd., Apalachicola, FL 32320 up until 3:00 PM EST, Friday, August 28, 2020.

This position is open until filled.

For questions concerning Qualifications, please contact City Manager Travis Wade at 850 653 9319.

The City of Apalachicola reserves the right to accept or reject any and all Statements of Qualifications in whole or in part, to waive informalities in the process, to obtain new Statements of Qualifications, or to postpone the opening.

The City of Apalachicola is an Equal Opportunity, Affirmative Action Employer.

Part-time Grant Administrator

Job Description

This position involves compliance, research and preparation of grants that involve local, state, and federal funding, especially those with the Federal Emergency Management Agency.

Examples of Duties

Manages existing FEMA grants and develops a grants administration work plan which includes compliance, goals, and objectives measures for success. Prepares regular reports on fiscal status of grants. Manages grants by preparing recurring notices to departments on grant program expenditures and reports that are due.

Provides technical assistance to all departments during the life of awarded projects. Monitors and interprets applicable laws, regulations, and policies and stays abreast of related trends and best practices.

Utilizes computer, email, and text messages for all aspects of work; performs other duties as assigned.

Minimum Qualifications

A High School Degree or its equivalent. Governmental grant writing or administration experience preferred, especially with FEMA. Proficiency in Microsoft Word, Excel, with proven ability to work remotely via email and conferencing applications such as Zoom.