



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

Grants Coordinator Grade W12 – Non-Exempt Starting Salary - \$50,940 Annually / \$24.49 Per Hour

General Duties:

This position is a civilian administrative position within the Administrative Services Bureau and provides support for the Sheriff's Office. The Grants Coordinator position is responsible for coordinating grant efforts, documenting payments and expenditures, optimizing the grant administration process, preparing supporting documents for proposals, endorsement letters and process reports, ensuring compliance with grant regulations, reviewing grant proposals, updating grant databases, and preparing financial reports. The Grants Coordinator will also research and identify grant funding that is suitable to agency goals.

Availability:

Monday – Friday, 0700 – 1600 hours with a 1-hour lunch; or 0700 – 1530 hours with a ½ hour lunch.

Eligibility:

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a High School Diploma or G.E.D. certificate
- Must possess a valid driver's license
- Must be able to read, write, and speak English
- Must meet minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at [https://sheriff.carrollcountymd.gov / employment / hiring process](https://sheriff.carrollcountymd.gov/employment/hiringprocess))

Qualifications and Requirements:

- Minimum four years administrative support experience required
- Associate degree required, bachelor's degree in field preferred*
- Prior grant experience preferred
- Financial/Accounting experience preferred
- Proficiency in Microsoft Office Applications

SHERIFF SERVICES

Phone: (410) 386-2900
Toll Free: (888) 302-8924
Fax: (410) 876-1152



DETENTION CENTER

Phone: (410) 386-2628
Toll Free: (888) 302-8826
Fax: (410) 857-1509

- Preference may be given for experience in one or more of the following areas of work: law enforcement, criminal justice, corrections, or area related to specialization
- Position may require extended periods of computer-based tasks
- Position may require extensive periods of sitting
- Position may require the ability to lift 30-50 pounds, as well as push, pull, or move objects

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Essential Duties:

- Research various types of grants available and the criteria to qualify for each; identify supporting agencies
- Compiles necessary information for the application process
- Drafts and completes grant applications according to the application requirements
- Ensures grant is submitted on time and within the application parameters
- Completes all documents, forms, or reports required by the grant
- Develop and maintain a database for recording and tracking grant proposals, awards, and related statistical information
- Create and submit reports, summaries, and analyses as required; reconcile grants at year end
- Prepare and monitor grant budgets; interpret financial data
- Communicate and coordinate with County Grant's Office and other state/federal grant partners
- Coordinate with County Payroll and other departments as needed
- Maintain knowledge of grant funding policies, regulations, and procedures
- Seek on-going training in specialization
- Perform other related duties as required

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Windows based computer programs to include Word, Excel, and Outlook
- Knowledge of proposal submission and funding processes
- Knowledge of information sources and strong research skills
- Must have strong organizational skills and time management skills
- Must be detail oriented and precise
- Must be self-directed with good interpersonal skills and strong work ethic
- Ability to understand Law Enforcement agency rules, regulations, and policies
- Ability to understand laws, rules, regulations, and procedures governing the area of assignment
- Ability to study and understand programs and funding requirements of the organization
- Ability to adapt technical skills to agency and situational needs
- Ability to interpret financial data
- Ability to communicate effectively orally and in writing
- Ability to effectively organize, plan, and prioritize tasks in order to meet varied deadlines
- Ability to exercise good judgement
- Ability to solve complex problems with many variables
- Ability to maintain information for accountability of all required records
- Ability to work with sensitive information and maintain strict confidentiality

- Ability to work in a team environment, and work independently with minimal supervision
- Ability to establish effective working relationships with other staff and governmental agencies

Selection Process: The selection will be based on, but not limited to, the candidates successfully completing the following steps:

- Completion of online Application
- Completion and review of Integrity Questionnaire and résumé
- Oral Interview Board
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination
- Final Command Review/Interview
- Final Job Offer

Request Procedure:

To be considered for this position, qualified candidates must complete and submit an employment application electronically through [PoliceApp.com](https://policeapp.com). **Applications must be submitted no later than 11:59 p.m. on Friday, November 24, 2023.** For more information about this position and to view a list of our disqualifiers, visit our website at <https://sheriff.carrollcountymd.gov> / Employment / Hiring Process.

“One or more positions may be filled using this vacancy announcement”

The Carroll County Sheriff’s Office is an Equal Opportunity Employer