

## **JOB OPENING**

**JOB TITLE: PROCUREMENT & GRANT OFFICER**

**DEPARTMENT: PROCUREMENT**

**SUPERVISOR: MYA D. TOON, CHIEF PROCUREMENT OFFICER**

**SALARY: FULLY QUALIFIED SALARY - \$42,601.69 (SEE JOB REQUIREMENTS)  
NOT FULLY QUALIFIED SALARY - \$38,933.97**

**HOURS: 37.5 HOURS WEEKLY**

**OPENING DATE: IMMEDIATELY**

### **DESCRIPTION**

Under the direction of the Chief Procurement Officer, the Procurement and Grant Officer serves as a lead team member in providing technical and professional support to the Chief Procurement Officer with procurement, grant management and property management duties.

### **SPECIFIC DUTIES**

- Assists with preparation of contract and bid documents.
- Updating and maintaining supplier database.
- Reviewing purchases versus supplier contract rates.
- Monitor contracts for contract compliance for terms and conditions, internal policies and external regulations.
- Provide conflict resolution involved in managing challenging suppliers and contracts.
- Review, evaluate and address vendor performance.
- Establish vendor relationships by maintaining a connection
- Provide reports to that assess pricing, deliverables and value.
- Ensure the timely delivery of goods and services, including PO approvals and emergencies.
- Review, track and process travel requests.
- Review and recommend strategies and processes for efficiency and cost-saving measures.
- Keep informed of new trends in the procurement and grant industry, including attending training and seminars.
- Assist with the orderly disposal of surplus, obsolete and worn out equipment/furniture.
- Assist with fleet management, including acquisition, DMV requirements, and repairs, claims and maintenance.
- Provide assistance and training in support of the Purchase Order system and Contract Database.
- Resolving purchasing, grant, property management queries.
- Reviewing and approving all purchase requests and Purchase Orders.
- Tracking of AONs.
- Purchasing supplies, materials, services and/or equipment based on low value purchasing.

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### **SPECIFIC DUTIES (CONTINUED)**

- Complying with all County fiscal policies and procedures by possessing and maintaining advanced knowledge of procurement and accounting processes and procedures.
- Creating and maintaining good relationships with vendors/suppliers.
- Making professional decisions in a fast-paced environment.
- Maintaining records of purchases, pricing, and other important documentation.
- Reviewing and analyzing all vendors/suppliers, supply, and pricing.
- Developing plans for purchasing equipment, services, and supplies.
- Negotiating the best deal for pricing and contracts.
- Ensuring that the goods and services are of high quality.
- Maintains and update a list of suppliers and their qualifications.
- Follows and enforces the County's procurement policies and procedures.
- Reviews, compares, analyzes, and approves goods and services to be purchased.
- Manages inventories and maintaining accurate purchase and pricing records.
- Preparing budgets, cost analyses, and reports.
- Participates in sponsored conferences and workshops.
- Performs other duties as assigned.

### **SPECIFIC GRANT DUTIES**

- Coordinates writing, developing and implementing grant proposals.
- Facilitates grant efforts, including grant approval process and post-award compliance, and ensures timelines are met.
- Manage the entire grant cycle of a program, from development to launch; pre-award to post-award.
- Refine and implement processes that are aligned with current grant practices and policies;
- Consistently reviews and revises the efficiency of the grants process through the use of data analysis.
- Monitors post-award grant compliance. Follows up with funding agencies and staff as necessary.
- Monitor grants for legal, financial, and program compliance including but not limited to ensuring that grant requirements are correctly documented in the grant files and database.
- Monitor and document the grant making workflow processes, forms, templates, reports and data to assure full compliance with internal controls and legal requirements.
- Improve the way staff capture, access, and use grant making information to enhance programmatic and operational decision-making, produce accurate reports of grant making results, enhance grantee/grant seeker relationships, and enable learning; enhance supporting systems and tools.
- Generate reports and data analysis for grant programs as needed.
- Generate reporting required for compliance and financial statement audits.
- Acts as a Grants Office liaison to community organizations, government agencies, and staff involved with the development and administration of projects and proposals.
- Researches information and data necessary for grants and grant reporting.
- Edits and organizes grant documents written by other staff.
- Develops outlines, timelines, staffing, budgets for grants according to funding guidelines.
- Monitors grant expenditures.
- Participates in grant works workshops.

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### **SPECIFIC GRANT DUTIES (CONTINUED)**

- Facilitates information on grant workshops and provides technical assistance to staff and community members in the area of grant writing, development, compliance and support.
- Works as a team with other staff in performing grants activities and assists with obtaining and maintaining external grant funding.
- Researches new funding opportunities available through local, state, and federal government agencies, as well as through private and corporate foundations.
- Reads and interprets requests for proposals and funding guidelines from government agencies and foundations to determine if appropriate for county use and how best to respond and comply.
- Disseminates information on funding opportunities and compliance requirements to staff and outside agencies accordingly.
- Monitors outstanding grant proposals. Follows up with funding agency as necessary.
- Maintains necessary records, files, reports, databases, and resource materials pertinent to grant activities.
- Performs other duties as assigned.

### **WORK ENVIRONMENT**

Work is performed in an office environment. Work also involves sitting at a computer and being on the phone for extended period of time. Tight grant timelines require the incumbent in this classification to work flexible hours. Some travel is required.

### **JOB REQUIREMENTS**

- Fully qualified requirements include a Bachelor's degree with three (3) years of professional work experience with some knowledge or background with grants.
- Demonstrated experience writing grant proposals and reporting to both government and private funding sources.
- Experience coordinating grant development teams.
- Experience researching and identifying funding sources and requirements.
- Experience interpreting requests for proposals, reporting cycles and funding guidelines.
- Experience developing and monitoring budgets.
- Project management experience.
- Proficiency in Microsoft Word and Microsoft Office, especially with Excel.
- Ability to multitask and work independently and collaboratively to meet daily, weekly, monthly, and quarterly deadlines.
- Ability to negotiate, establish, manage and administer contracts.
- Strong interpersonal skills, leadership skills, and the ability to work well with others.
- Considerable knowledge of bidding and negotiation skills.
- Knowledge of contract processes and associated local, state, federal and other regulations.
- Knowledge of basic accounts principles, procedures and standards.
- Knowledge on of budget preparation and fiscal management.
- Ability to assess and contract compliance product/service quality.

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**JOB REQUIREMENTS (CONTINUED)**

- Knowledge of contract law.
- Adaptability and flexibility.
- Innovative and creative thinking.
- Excellent verbal and written communication skills
- Ability to multitask, prioritize, and manage time efficiently to meet tight deadlines.
- Accurate and precise attention to detail.
- Ability to work well with staff at all levels.
- Goal-oriented and organized team player.
- Attention to detail.
- Good analytical and strategic thinking skills.
- Must submit to and pass a pre-employment drug screening and background check per County policy.
- Certified Public Professional Buyer (CPPB) and Certified Public Professional Officer (CPPO) certifications preferred after employment to provide more knowledge and understanding of public procurement.

**LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**