



GEAUGA COUNTY BOARD OF COMMISSIONERS

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12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

Job Opportunity #1413
Posted from Thursday, August 20, 2026 until Filled

Position: Program Grant Administrator
Department: Community & Economic Development
Job Code: 1413
Grade: 12E

Definition: Under general supervision from the Director, manages and implements grant funded programs (e.g. Revolving Loan Fund Program, CDBG/Formula Program, Ohio Department of Development Revitalization Grants and Fair Housing Program); Under general supervision coordinates, organizes, and maintains community and economic development incentive programs, services and information for clients; Assists in departmental budget request; monitors, prepares, and maintains various financial records, reports, agreements, grants, contracts, and related miscellaneous documents coordinates fiscal activities of the department; provides supervision to other staff on grant programs; performs public relations functions and attends other meetings as directed; performs related duties as required.

Typical Examples of Duties & Percentage of Time:

- 60% Project manager for **CDBG/Formula** program; applying for the grants, obtaining qualified projects, and managing the approval process from the County Board of Commissioners and the state. Prepares bid packages, contracts, change orders and other construction related documents; performs regular inspections of construction sites, conducts pre-construction meetings, performs prevailing wage responsibilities as required, and processes the appropriate paperwork related to each project to the state. Provides planning, and direct grant oversight to Ohio Department of Developments (ODOD) grant opportunities. Supervises staff in management of grant programs; reviews work of and/or provides work direction to third party partners. Works cooperatively as a team member with coworkers under the supervision and direction of the department Director.
- 30% Manages the activities of the **Revolving Loan Fund** program including preparation of legal documents, interacting with loan recipient on the preparation of their loan application documents, and forwarding the documents to the RLF Committee for their review, fiscal activities (e.g. monthly invoices, tracking monthly loan payments utilizing the PORTFOL Software Program, loan tardiness, loan recovery) and job creation. administration companies and consultants, if applicable.
- 5% Prepares departmental budget request; Monitors, prepares, reconciles and maintains various financial records and reports including monthly, quarterly and yearly statistical reports and statements; Reviews and verifies that transactions and documents are prepared in accordance with established policies and procedures; Performs cash transfer procedure; Reconciles provider invoices and prepares voucher for payment; Verifies departmental appropriations and cash balances to ensure sufficient amount for payroll processing; Maintains various appropriation and cash journals; Maintains financial ledgers; Prepares and processes accounts payable, accounts receivables and

encumbrances; Completes year end reporting process and prepares for the following year; Presents financial documents at session for approval.

5% Supervises the fiscal activities of the department; prepares ledgers of accounts payable and accounts receivable; reviews purchase orders, vouchers, invoices and other financial records. Supervises staff in management of grant programs; reviews work of and/or provides work direction. Performs public relations functions for the Revolving Loan Fund program and other Community Development Block Grant programs, and attends other meetings as required by the Director. Answers telephone; performs related duties as required and other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of (1) Regulations governing various departmental grant & loan programs; (2) personnel administration methods and techniques; (3) fiscal management techniques; (4) budget, purchasing contract and state and federal grant application procedures; (5) departmental rules and regulations*.

Skill in the (6) Use of personal computer and related software including, but not limited to, Microsoft Office programs, OCEAN Grant Reporting System, Salesforce, Portfol loan management software* and New World accounting software*

Ability to (7) prioritize tasks with a number of variables and determine specific course of action; (8) evaluate situations and make objective decisions; (9) organize and coordinate programs; (10) maintain and prepare a variety of records and reports; (11) communicate with others both orally and in writing; (12) deal effectively with stakeholders; (13) handle sensitive and routine inquiries; (14) enforce rules and regulations with fairness and impartiality.

*May be developed after employment.

Education, Training and Experience Requirements:

Bachelor's degree or minimum of three years' experience with federal and state grant policies and procedures, administration and project management, commercial loan/banking and or any combination of training and work experience which indicate possession of the skills, knowledge and abilities listed above.

Additional Requirements:

Must pass (test negative) pre-employment drug test.
May work flexible schedule based on needs of agency.
Must possess valid Ohio driver's license with acceptable driving record.
May be required to drive personal vehicle in the course of employment.
Require vision (which may be corrected) to read small print.
Is subject to environmental conditions.

Please submit your resume and application to the Geauga County Commissioners, Attn: Human Resources Administrator#1413 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024 OR

e-mail boccjobs@geauga.oh.gov

Details and Application at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>