

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,  
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of  
employment.*

<b>Date:</b>	4/17/2019	<b>Department:</b>	Administration (2104)
<b>Title/(Status)/Job Code:</b>	Legislative Affairs Grant Coordinator (1127)	<b>Reports To:</b>	County Administrator
<b>Pay Grade/Salary Range:</b>	PG - 115 \$50,649.46 - \$78,506.67	<b>Closing Date:</b>	Until Filled

\*\*\*\*\*

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

\*\*\*\*\*

**GENERAL DESCRIPTION:**

A professional position responsible in assisting in research, development, coordination and administration of the County grant writing programs as well as in the development of the County's annual legislative program on the State and Federal level.

**ESSENTIAL JOB FUNCTIONS:**

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Identifies opportunities for County Departments to apply for funds from state and federal agencies and other grant and non-grant sources including general appropriations.
- Initiates and writes grant proposals.
- Assists in advocating and promoting the County's legislative program during state and federal legislative sessions as to identify grant opportunities and their compatibility with the internal coordination of the State and Federal Legislative Program.
- Evaluates and coordinates grant compliance with City departments and private and public agencies.
- Represents the County at legislative events by attending local meetings with state elected officials and follow up on issues initiated by members of the County's Legislative Delegation, as needed.
- Travels to Tallahassee and Washington, D.C. as needed.
- Represents the County to the Florida Association of Counties and state and federal agencies, as needed.
- Assists in coordinating activities of the County's Legislative Affairs Team.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the State and Federal legislative process.
- Knowledge of the Florida structure and function of County Government in Florida.
- Knowledge of the principles and practices of lobbying and the interrelationships between government entities.
- Knowledge of federal, state and local programs, laws and regulatory requirements.
- Knowledge of the principles of grant research and familiarity with federal, state and local government processes.
- Knowledge of the forms, terminology and procedures used in negotiating and administering grants.
- Ability to plan, implement and coordinate technical and administrative programs.
- Ability to effectively communicate the County's interests before elected and appointed officials, as needed.
- Ability to conduct research and prepare written reports.
- Ability to communicate effectively both orally and in writing.
- Ability to make effective public presentations.
- Ability to serve the public with honesty and integrity.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

## **PHYSICAL SKILLS:**

Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, businesses, vendors, employees, managers, directors, Administration, and the Board of County Commissioners. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

## **MINIMUM QUALIFICATIONS:**

### **1. EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university with a degree in Public Administration, Political Science, Business or related field. Experience related to legislative affairs, grants or government coordination preferred.

### **2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess and maintain a valid Florida Driver's License.

### **3. OTHER JOB RELATED REQUIREMENTS:**

Disaster Essential.