



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

Program Administrator- Emergency Solutions Grant

Department:	Community Service		
Starting Salary Range:	\$35,686 – 41,322		
Position Number:	005		
FLSA Status:	Non-Exempt position, eligible for overtime		
Safety Sensitive Designation:	This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.		
Opening Date:	3/26/21	Closing Date:	4/8/21 at 5:00 PM

JOB SUMMARY:

Responsible for the research and writing of grants and administering various programs within Community Services; develops, implements, and evaluates the Emergency Solutions Grant (ESG) program within the department and ensures compliance with applicable rules and regulations of Title VI and the ESG program.

ESSENTIAL JOB FUNCTIONS:

- Researches available federal, state, and local grant opportunities aimed at enhancing the quality of life for Pulaski County citizens; makes recommendations to the Director.
- Reads and interprets grant regulations to ensure compliance in development of departmental policy and in answering questions.
- Prepares and submits grant applications to applicable federal, state, and local agencies.
- Develops, implements, and analyzes goals and objectives of the ESG grant program.
- Ensures grant program requirements, responsibilities, and procedures are explained to staff, community organizations, and partners.
- Reviews application paperwork submitted by applicants to ensure regulations are met and appropriate documentation has been submitted; ensures applications are processed in a timely manner.
- Conducts training sessions for staff, community organizations, and partners to inform them of rules, regulations, and details concerning the grant programs.
- Meets with other governmental agencies to obtain assistance in coordinating additional client services; serves on committees relative to client services.
- Works with the supervisor to review program files to ensure compliance with applicable federal, state, and local regulations.
- Prepares annual and biennial budgets, project incomes, and ensures sufficient appropriations for grant awards; analyzes expenditure reports.
- Assists the Grant Specialist and/or Director of Communications prepare advertisements for local newspaper, radio, television, and the media to seek participation in grant programs.
- Prepares detailed reports of actions taken in grant programs to provide information to funding sources, ensuring compliance with grant requirements; submits to Director for approval.
- Collaborates with the Director of ESG Program to write department policies and procedures for all grant programs ensuring compliance with all applicable statutes, grantor regulations, and County policy.
- Maintains effective relationships with citizens, community partners, and other organizations to maximize program efficiency.

- Ensures all appropriate financial and program status reports are prepared and distributed in a timely manner.
- Develops reporting systems and monitoring methods to measure program effectiveness and to ensure that grant programs are in compliance with state and federal laws; monitors grant projects for compliance with state and federal regulations.
- Trains program staff on the ESG Program regulations and other pertinent regulations; ensures cross training of assigned staff.
- Assists Housing staff and Housing Inspector in the completion of housing program duties.
- Briefs housing staff members on client needs and researches suggested resolutions.
- Participates in agency meetings which includes other housing agencies throughout the state discussing program obstacles and identified resources.
- Attends federal, state, and local grant training sessions to remain current on any regulation changes.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Perform other related duties as required.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

Ability to communicate orally and in person and by telephone.

Ability to operate a motor vehicle.

Manual dexterity necessary to operate office equipment including computer keyboard.

Visual acuity necessary for use of computer screen.

WORKING CONDITIONS:

Duties are primarily performed in a smoking-restricted office environment with occasional meetings at outside agencies.

MINIMUM QUALIFICATIONS:

Completion of a Bachelor’s Degree in Psychology, Social work, Sociology, Public Administration or a related field; considerable work experience in the administration of Social Service programs, Public Administration or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Arkansas Driver's license.

Employment is contingent upon satisfactory completion of a criminal background check.

PREFERENCES:

Work experience with homeless or housing programs.

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

March 26, 2021

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ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

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March 26, 2021

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