

**SOUTHEAST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT, INC.  
JOB DESCRIPTION**

**Job Title:           Grants Administrator**

**Location:            Southeast Arkansas Economic Development District, Inc  
721 South Walnut Street, Pine Bluff, Arkansas**

**Supervisor:         Director of Development & Project Oversight**

**Classification:     Full Time, Exempt**

**DESCRIPTION:**

The Grants Administrator is responsible to provide financial and administrative advice and support to designated elected officials, board members, program staff, awardees and contractors in the areas of project development implementation and monitoring as applied to a wide-variety of projects / externally funded programs; will also be responsible for the preparation of applications, project approval documentation, project administration documentation, reporting requirements and project closeouts.

**RESPONSIBILITIES/DUTIES:**

- Write and administer economic development projects through various state and federal funding sources for cities and counties throughout the Southeast Arkansas District
- Funding agencies and their respective grant programs:
  - Delta Regional Authority (DRA)
  - Arkansas Economic Development Commission (AEDC)
  - United States Department of Agriculture (USDA)
  - Economic Development Administration (EDA)
- Develop and maintain strong relationships with the county judges and mayors in the district
- Conduct environmental review process before a project can be cleared for construction
- Conduct public hearings & pre-construction conferences
- Conduct final inspections for projects in the closeout stages
- Conduct bid openings for projects that are about to go into construction
- Submit quarterly reports for projects to keep the respective funding agency informed of the progress of the project
- Prepare for monitoring and site visits for the city or county when the funding agency wants to inspect a project, they have funded
- Increase the welfare and livelihood of all communities throughout the district from an economic standpoint
- Conduct an annual DRA workshop for our elected officials in Southeast Arkansas
- Attend the annual DRA Local Development District Training for certification
- Attend the annual CDBG Consolidated Plan public hearings
- Attend annual CDBG training workshops
- Attend the Arkansas Department of Rural Services Conference
- Evaluate project procurement activities for adherence with federal and state purchasing policies and procedures
- Interpret pre & post award guidelines

**SKILLS/QUALIFICATIONS:**

- Bachelor's degree in business, public administration or related field from an accredited university is required and two (2) years of experience in state and federal application preparation and project administration is preferred
- Exceptional organizational & time management skills
- Superior attention to detail and the ability to multi-task
- Must be self-motivated and committed to continuous improvement
- Interest in community development and grant programs
- Excellent research skills
- Knowledge of Microsoft Office suite and proficient computer skills
- Ability to work independently and meet deadlines
- Excellent oral and written communication skills
- A professional an aptitude for analytical thinking and problem solving

**SPECIAL WORK CONDITIONS:**

Must have reliable transportation and valid Arkansas driver's license

Ability to travel in state, including overnight stays

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity/Affirmative Action Employer.