**Position:**

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<th>Grant Specialist</th>
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<td>OhioMeansJobs Post #261599074</td>
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**Job Description:**

Ashtabula County Commissioner’s office is Hiring a Grant Specialist

Under supervision from the Director: the Grant Specialist will provide support in administrating Ashtabula County’s various grant funding (typically but not limited to Community Development Block Grant – CDBG and Community Housing Impact and Preservation Program – CHIP); formulating short and long-range objectives, goals, and programs, and reviewing programs for conformance with policies and objectives, uses Census data to make decisions regarding various department programs; conducts environmental reviews; manages grant financials under provided policies and guidelines; assists Director in developing department policy. Responsible for project management, prepares and submits grant applications, reporting, coordination with applicants, monitors department and contractor activities to ensure deadlines are met in a timely manner.

$21.78 Per Hour Full Time with Benefits

**Skills Required:**

Bachelor’s Degree in Planning, Public Administration, Finance, Accounting, or related field; two (2) to four (4) years’ training and/or experience in community development, economic development, grant administration, project management, or a related field; or any equivalent combination of education, experience, and training. An Ohio Driver’s License shall be maintained. Familiarity with project management, procurement, fair housing; public relations; basic math; Davis Bacon and Ohio Prevailing Wage. Ability to interpret a variety of instructions in written, oral, picture, or schedule form; read, comprehend, and interpret various laws and regulations; compile statistical data; read, copy, and record figures accurately; prepare accurate, well-written reports and routine correspondence; communicate effectively via telephone and face-to-face with public and with all levels of County and outside agency personnel; respond to routine and sensitive inquiries from public and/or officials; gather, collate, and classify information; travel to and gain access to work site.

**How to apply:**

Please send resumes to:

[HR@ashtabulacounty.us](mailto:HR@ashtabulacounty.us)

ASHTABULA COUNTY BOARD OF COMMISSIONERS’ OFFICE
ATTN: HUMAN RESOURCE DEPARTMENT
25 WEST JEFFERSON STREET
JEFFERSON, OHIO 44047

**OPEN DATE**

8/24/2023

**CLOSE DATE**

Until Filled

If you need assistance or have any questions, feel free to contact:

OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

Thank you and best of luck

OhioMeansJobs Ashtabula County

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