

GRANT COORDINATOR

(Community Corrections)

GENERAL STATEMENT OF DUTIES: Assists in the administration and operation of Genesee County Community Corrections as it pertains to training vendors, purchasing, data management, and budget analysis. Performs other related duties as required. Work under the general supervision of the Genesee County Community Corrections Director.

STATEMENT OF TASKS:

Establishes and maintains office methods and procedures;
Maintains an accurate and current list of all contracted vendors, properly outlining outcome measurements and data entry;
Reviews billings and monthly reports of contracted vendors;
Prepares supporting documentation and monthly reimbursement requests for CJRP;
Prepares reports and work assignments by department staff;
Prepares and maintains required reports and records;
Monitors computer systems and makes arrangements for modifications if required;
Assists employees with computer questions concerning computer and software usage;
Assists with the development and delivery of media communication and marketing efforts;
Assists with the implementation of new equipment and related products.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of current social, economic and health problems;
Good knowledge of the criminal justice system with an emphasis on community corrections;
Good knowledge of the philosophy and provisions underlying social service legislation of the State of Michigan;
Knowledge of data collection and automated information systems;
Ability to appreciate the desires, needs and rights of others;
Ability to physically perform the available work assignment;
Ability to use appropriate judgment and tact when dealing with contracted vendors, other County employees or other public agencies.
Ability to carry out complex written and oral instructions, and to exercise mature judgment and initiative in analyzing problems and in recommending solutions;
Ability to maintain good interpersonal relationships with groups and individuals;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's Degree **AND**;

Two (2) years' experience in the following:

Community Corrections billing **AND**; Contract/Grant monitoring **AND**; Data Collection systems (ie. Compass)



Human Resources Director

Established: December 12, 2016