

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Grants Administrator**

Dept.: **Administration/Strategy**

Reports to: **Deputy Director of
Administrative Services**

Effective Date: **May 2022**

Job Code Number: **20155**

Grade Number: **16, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

Reporting to the Deputy Director of Administrative Services, the Grants Administrator leads and controls a full range of grant development, application, and administration activities for the King County Library System (KCLS) and with support to the King County Library System Foundation. The position serves as the KCLS representative with grantor agencies and works cooperatively with different departments within KCLS to refine and support the organization's grant program. Administers implementation of a strategic approach to fundraising by identifying, soliciting, and securing funding from public and private sectors that match the goals and objectives of KCLS. Develops and maintains monitoring and reporting systems for the grants portfolio, including financial monitoring and reporting compliance.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, and do not include all specific tasks the incumbent may be expected to perform.

1. Guides and assists leadership and staff with researching, identifying, developing, writing, and submitting proposals, applications, and letters of inquiry for grants from federal, state, private, and other agencies/organizations.
2. Develops and maintains templates, background data, grants language and program profiles for use in applications.
3. Works closely with KCLS leadership and Strategy Division to ensure that all grant materials accurately reflect the KCLS mission, policies, and programs in a compelling and persuasive nature.
4. Acts as KCLS liaison with grantor agencies concerning procedural requirements for grant development, financial administration, project management and audit oversight.
5. Oversees leadership of teams and projects that involve extensive cooperation and coordination between multiple departments across the library system or with external customers.
6. Adapts and maintains internal monitoring and reporting systems for grant portfolio, including financial and budget monitoring of awards.
7. Coordinates with Finance and other KCLS departments to ensure compliance with grant requirements and KCLS policies and procedures.
8. Develops internal guidelines and deadlines for department management and staff to meet grant schedules.
9. Prepares progress reports on grant activity to internal departments and external

- stakeholders. Assists with submission of progress reports and final reports to funders.
10. Conducts ongoing prospect research, including opportunities specific to the library industry and to ensure optimal support of efforts aligned to KCLS mission, vision, and values. Provides strategic recommendations of potential areas of emphasis and growth for grant opportunities.
 11. Provides instruction, training, and resources for development of grants literacy and skills among staff. Works with staff responsible for evaluation and metrics to ensure alignment with KCLS strategic goals, evaluation practices, and success measures.
 12. Tracks giving trends in capital planning, climate change enhancements, intellectual freedom, social justice and access, and similar considerations both on a national and local level. In coordination with the KCLS Foundation, build a portfolio of potential grantors and grant opportunities and networks in local regional area.
 13. Develops and builds productive working relationships with staff from across the organization to facilitate successful grant proposals and compliance with award requirements.

Secondary Duties:

1. Provides information about grants and grant-funded projects for KCLS reports and publicity.
2. Work with King County Library System Foundation to support grant-seeking, application, and management activities
3. Other duties as assigned

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Teamwork/Collaboration

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member’s strengths and differences.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, ability and skills of this position is through:

- Bachelor’s degree in English, communications, business administration, public administration, or a related field;
- Five years’ relevant experience and/or other specialized training, including pre- and post-award grants experience; or
- Equivalent combination of related education, training and experience.
- Certified Grants Management Specialist credential or other fundraising management certificate
- Project management experience
- Public sector experience

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

The position requires frequent sitting, talking or hearing, and use of hands to handle, grasp, keyboard, and mouse; occasional driving, walking and reaching. It also requires close, distance, and peripheral vision and the ability to adjust focus. Must be able to communicate with staff and the public. The employee must seldom push and pull wheeled carts up to 20 pounds, seldom lift

and carry boxes weighing up to 35 pounds, and frequently lift and carry library materials/equipment weighing up to 10 pounds.

WORK ENVIRONMENT

Work is performed in a normal office environment. Constant sitting, extensive close work and extensive PC monitor work is required.

Advancement Possibilities:

Organizational Performance Project Manager

Other positions depending on education and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Director