



## Salt Lake County Job Description

### GAHP Project Manager – Time Limited

**DEPARTMENT:** Mayor Operations  
**JOB CODE:** 9993 **GRADE(S):** 016  
**SALARY PLAN:** GEN

**DIVISION:** 1025  
**FLSA STATUS:** Non-Exempt  
**EFFECTIVE DATE:** 05/17/2020

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Performs program development, contract preparation, program monitoring, contract reimbursements, and reporting requirements. Assists with regional planning and grant administration in the area of community and housing development and community support services, including assistance with administration of associated Requests for Applications (RFAs). Provides expertise in data entry and the utilization of grants management systems and expertise in the eligibility and compliance requirements of funding organizations.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Accounting, Business or Public Administration or other closely related field, plus two (2) years of related experience, OR an equivalent combination of education and experience.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Prepare and process contracts. Ensure proper and timely execution of contracts and assists program applicants.
- Assist in the administration of the Request for Application (RFA) process to award grant funds.
- Assist in the management of stakeholder groups.
- Provide technical assistance, training, support and information to outside entities during contract term to successfully meet goals and outcomes.
- Monitor program activities to ensure program effectiveness using monitoring and performance measurement tools and reports
- Responsible for data collection and reporting for management, policy and funding entities. Create and maintain reporting system and processes to ensure that stakeholders are informed of relevant performance and compliance factors in a timely manner.
- Review established contract budgets and approves reimbursements as submitted to ensure program and contract compliance.

- Maintains files and tracking systems for contracts and supporting documents
- Assists and communicates with Community groups, committees, and the public in carrying out the functions and duties dealing with community and economic development, housing and transportation projects and programs.
- Assist with developing and maintaining long and short-range plans for the Office of Regional Development.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Contract development, business writing, performance standards and metrics
- Grant Administration
- Program monitoring procedures
- Business acumen dealing with commercial and government work and processes
- Planning and analysis of budgets and community needs
- Effective communication skills both verbally and in writing
- Community Based Organizations and their functions
- Program and activity planning
- Public Relations and outreach methods
- Local, State and Federal operations, rules and regulations

#### **Skills and Abilities to:**

- Research and investigate
- Analyze statistical data and make appropriate recommendations
- Effectively apply general principles to specific situations
- Communicate effectively verbally and in writing
- Interpret and apply complex rules, regulations, policies and procedures
- Interpret contractual agreements
- Act independently as appropriate
- Develop and maintain effective interpersonal relationships
- Use word-processing, spreadsheet, and visual presentation software applications

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

On occasion, must attend worksite/offsite meetings, review and monitor visits at normal places of business or at construction project sites; may be required to wear appropriate safety attire on project sites.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

This is a time-limited position without tenure and is exempt from the career service system.

Revised Date/Consultant's Initials: 11/14/2022 SR