

## Project Monitor

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Company: DeKalb County

Location: United States

Category: other-general

### PROJECT MONITOR

**Job Code: 75170 Salary Grade: 16 FLSA: Exempt Pay Range \$48,389 - \$77,907**

#### **Purpose of Classification:**

The purpose of this classification is to participate in all aspects of Grant Management, to monitor and evaluate projects, programs, and activities funded by grants and other federal, state and local programs. Evaluates departmental and community programs for compliance to federal and state regulations.

#### **Essential Functions:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitors the activities of grant programs which address housing, transportation, crime prevention, community facilities, senior citizen services, infrastructure, economic development and other areas of neighborhood concern; analyzes requests for grant funding from non-profit human and community service agencies and prepares recommendation for funding proposals; coordinates and participates in the development and preparation of grant applications.

Maintains working knowledge of regulations, standards, and project procedures; monitors

grant funded projects and services to determine satisfactory performance and compliance with local, state, and federal codes, ordinances and regulations.

Coordinates service delivery system with other resource departments/agencies in the county; prepares and maintains monthly, quarterly and annual reports as required by local, state and federally funded grants; coordinates and prepares contracts for service delivery and other programs and approves invoices for payment.

Prepares grant agreement between grantor and the County; process customer/contractor inquiries, requests and concerns; prepares program and budget amendments, agenda items and public notices.

Conducts training workshops to provide community education for non-profits, contractor and County citizens; provides technical assistance and code interpretation to citizens, neighborhoods, and the general public.

**Minimum Qualifications:**

Bachelor's degree in Community Development, Business or Public Administration or a related field; two years of experience in grant administration, contract compliance or analyses of public service agencies. A combination of training and experience above the minimum requirements will be considered.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

**Supplemental Duties.**

Manages Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program for DeKalb County's Human Services; manages Data Evaluator and First Steps Coordinator; oversees site supervisors, provides timely technical assistance, and clinical consultation; conducts monthly staff meetings; ensures grant benchmarks and quarterly requirements are met. Communicates with MIECHV funder; helps with budget requests, drafts MOUs, contracts, and grant extensions; stays updated on regulations and attends MIECHV trainings.

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