



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Grant Coordinator Planner

**Department:** Finance/Operations

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** \$56,805.63/ Annually

**Shift:** 1st

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave and Personal Leave;

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

Plans, develops, coordinates, and implements grants, projects, and Court programs. Provides oversight to the Ohio Department of Youth Services (ODYS) Subsidy Grant. Writes, administers, and reports on other federal, state, and local grants the Court pursues. Special projects as assigned by the Grant Manager or Director of Finance, including, but not limited to, annual reports and data analysis, etc. Serves as a lead in grant writing and data development across Court program continuum. Works in close partnership with the Grant Manager, Finance Staff, Directors, Managers, and Supervisors. Compiles, reviews, and analyzes data for Court departments. Assists in fiscal oversight of grant programs as well as budget development.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### **QUALIFICATIONS**

An appropriate combination of education, training, coursework and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Bachelor's Degree in business administration or other related field. Over five years of related work experience, including program development and implementation and supervision. Master's degree preferred.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: [hr@mcjcoho.org](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

<b>CLASSIFICATION TITLE:</b> Grant Coordinator/Planner
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<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>REPORTS TO</b>	Grant Manager
<b>WORK SCHEDULE</b>	40 hours per week	<b>DEPARTMENT</b>	Finance & Operations
<b>PAY GRADE</b>	A24		

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

Collects and analyzes data; disseminates compilation of data and provides data and technical assistance to staff and outside agencies. Coordinates research requests made to the Court. Formulates policy, develops planning approach, and serves as a liaison between the Court and other community agencies, including research universities.

Negotiates, prepares, and monitors Court contracts, invoices, expenditures, and agreements. Defines contract services and negotiates referral procedures and reporting requirements. Prepares resolutions accompanying contracts and agreements for County Commissioner signatures. Processes and finalizes all assigned contracts to County standards.

Coordinates and monitors the ODYS Subsidy grant and other Court grants. Ensures program reporting requirements have been met and works in conjunction with the Court's Finance Department to set up and monitor grants. Assists with fiscal processes, working audits, grant financial tracking, accounts payable, accounts receivable, and other financial work as related to grants.

Develops and implements a program evaluation component for the Court funded programs and services. Monitors and evaluates programs and services to ensure program accountability and effectiveness. Schedules and oversees all outside state grant visits, including for data fidelity/reporting and annual state visits and felony reviews.

Participates in planning and development. Makes recommendations for modification and/or enhancement in programming and services. Works with Court committees, defines program objectives, develops program policy, and processes and follows through on program implementation.

Identifies sources of funding on the local, state, and national level including reviewing grant information. Participates as a lead in grant writing development and final grant submission.

Assists with fiscal processes, audits, grant financial tracking, grant reporting, internal and external inquiries, accounts payable, and accounts receivable.

#### OTHER DUTIES AND RESPONSIBILITIES

Responsible for other related duties as assigned.

#### SCOPE OF SUPERVISION

None.

#### EQUIPMENT OPERATED

Computer; printer; fax machine; calculator; copier; and other general office equipment.

#### CONTACT WITH OTHERS

Office of Management and Budget, Prosecutor's Office, Auditor's Office, Sheriff, and other County and City offices; community mental health and youth service agencies. Regular contact with the Grant Manager, Finance Staff, Court Directors, Managers, and Supervisors.

#### CONFIDENTIAL DATA

Court case jackets and access to Court database. Sensitive financial and personnel information. Court records of adults and youth.

#### WORKING CONDITIONS

Good office working conditions.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others, normally in person. Vision demands include close, relatively detailed vision when typing and using a computer screen.

### REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

**Knowledge of:** Juvenile justice; child welfare; human service; mental health program needs and resource issues at the local, state, and national level; program development; grant writing and administration; Microsoft Office Suite, including Excel and Word.

**Ability to:** analyze information; develop and maintain effective working relationships with department heads, county officials, agencies, associates, community groups and public; maintain good public relations as Court representative; maintain confidentiality of private and sensitive information; prioritize tasks and work under deadlines.

**Skill in:** developing program strategies; planning and program development; technical and assessment research; oral and written communication. High level organizer and planner. Following detailed instructions and tasks for grant reporting, editing contracts, providing information for internal and external inquiries, etc.

### QUALIFICATIONS

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### LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_