



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2178

Open: September 22, 2015
Close: Until Filled

JOB POSTING
Grants Administrator
Monthly Salary: \$3,730

JOB SUMMARY:

Plans, coordinates and manages the City's grant administration program; researches and evaluates grant funding opportunities; drafts and prepares grant applications; assists in administering grant funding; prepares and distributes required grant reporting; assists departments in seeking and applying for grant funding.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field from a four year college of university; or minimum of two years of experience in a governmental organization, a large not for profit organization, or private organization specializing in grants preparation and administration; or a combination of education and experience.
- Valid Texas Drivers License.
- Flexibility to adapt to a variety of work situations and interruption and organize work for appropriate and timely completion.

SKILLS AND EXPERIENCE:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Advanced knowledge and skill in utilizing word processing, spreadsheet and presentation computer software packages.
- Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conforms to prescribes style and format.

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge Building B, Bedford, TX or on our web site www.bedfordtx.gov.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer