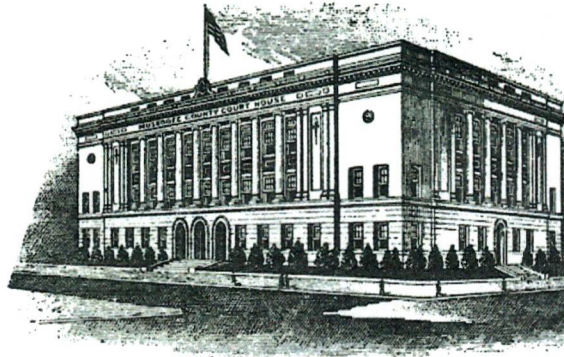


KEN DOKE
MUSKOGEE CO. DISTRICT 1

KEITH HYSLOP
MUSKOGEE CO. DISTRICT 2

KENNY PAYNE
MUSKOGEE CO. DISTRICT 3



POLLY IRVING
COUNTY CLERK



SHEILA SHAMBLIN
BOCC Assistant

MUSKOGEE BOARD OF COUNTY COMMISSIONERS

P.O. BOX 2307 MUSKOGEE, OK 74402-2307 PHONE (918)682-9601 * FAX (918) 684-1697

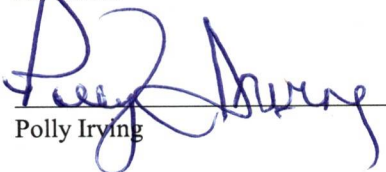
Email: bocc@readymuskogee.org - Website: www.muskogee-county.gov

Muskogee County is creating the position of Grant Writer to be under the authority of the Board of County Commissioners.


TITLE: GRANT WRITER/ADMINISTRATOR DUTIES GENERAL DESCRIPTION The Grant Writer/Administrator is a full-time, exempt position reporting directly to the Board of County Commissioners. The Grant Writer facilitates research, development, review, and editing of departmental and/or institutional grant proposals; conducts basic research for potential funding sources and maintains databases; supports faculty and administration in developing proposals. Administers grants to completion and audit, including all applicable requirements of documentation and reporting.


PRIMARY DUTIES: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required. Responsible to research grant programs, write funding applications, and lead the activities of a grant/loan program. Research grant programs and plans. Research and write grant applications. Responsible for coordinating with all departments that receive grant funding for the required documentation and reporting. Responsible for keeping the grant administration in compliance with all applicable restrictions on the funds. Coordinate and lead the activities of a grant/loan program that supports capital improvement projects for Public Works, Police Department, Community Development and other grant eligibility programs for Muskogee County. Conduct inter-department meetings to identify and prioritize project needs, coordinate and research grant preparation assignments. Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant/loan requirements. Provide timely advice and information on funding opportunities, requirements and procedures; collaborates in defining and implementing project funding strategies. Provide assistance in resolving issues and conflicts with funding agencies. Prepare grant applications for submittal and prepare quarterly or annual reports as required by granting agencies. Manage the procurement process. Liaison between the County and outside funding agencies and groups; participates in meetings and discussions in which decisions affecting County projects are made. Serve as a resource to the departments of the County on state and federal funding programs; provide information, research, analysis, written reports and recommendations as needed. Coordinate and plan funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness. Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects. Performs other duties as needed.

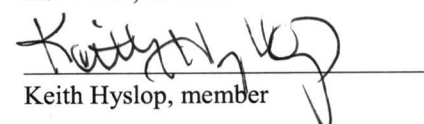
ATTEST:


Polly Irving




Kenny Payne, Chairman


Ken Doke, member


Keith Hyslop, member