



Karnes County Job Description

GRANT ADMINISTRATOR

Department	Grants Administration	FLSA Status	Non-Exempt
Reports To	County Judge	EEO Classification	
Salary	\$50,000 Annually (\$24.04/hour)	Date Approved	
Employee Signature		Supervisor Signature	

Position Summary

This position is responsible for identifying grant opportunities, preparing grant applications, securing grants of all types, and assisting in the management of approved grants. The Grant Administrator works to ensure proper accounting, compliance, reporting and maximum utilization of grant funding from Federal, State and other grant sources is obtained. Work involves financial tracking, reporting, research, evaluation, writing, negotiating and securing grants for Karnes County.

Knowledge, Skills and Abilities

- Knowledge of the general principles and practices of grant administration, including budget development/monitoring, project evaluation, and record keeping.
- Knowledge of procedures and techniques for preparing grant requests.
- Knowledge of grant review and analysis, and of federal, state, and local laws relative to public accounting related to grants.
- Knowledge of grant program rules, regulations and guidelines.
- Knowledge of local county government operations and transaction practices and procedures.
- Skill in reading, analyzing and interpreting common technical journals, financial reports, budgets and legal documents.
- Skill in assessing county departmental operations and needs.
- Skill in maintaining accounting records and report preparation.
- Skill in operating various office equipment (computer, telephone, copier, etc).
- Ability to communicate verbally and in writing effectively and professionally.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to prioritize work and perform multiple task simultaneously.
- Ability to work under pressure and meet deadlines.

Working Conditions

- Work is performed in a standard office environment
- May be required to travel to multiple locations
- Exposure to computer screens



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- May be subject to working hours beyond normal working hours (including weekends)
- Ability to safely pull, push, lift and carry equipment and materials weighing up to twenty-five pounds
- Ability to sit, stand, stoop, reach, twist and turn, climb stairs and ladders
- May be subject to assignment of other duties
- Must be capable of regular and predictable attendance at a specified location to perform assigned tasks

ESSENTIAL FUNCTIONS

Job Function

- Researches, identifies, secures, writes, and negotiates a variety of grants to meet the needs expressed by county departments.
- Assists in administration of grants from award through final close-out.
- Researches state and federal laws to ensure procedures are in place for compliance with grant programs and Americans with Disabilities Act.
- Presents to Commissioners Court grant applications, awards and acceptance of funding opportunities.
- Performs related work or duties as assigned by the supervisor.
- Interacts with federal, state and local agencies to ensure that grant projects comply with program guidelines for expenditure, funding and accountability.

This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none">• GED or HS Diploma is required.• Bachelor's degree in Public or Business Administration preferred	<ul style="list-style-type: none">• Preferred experience in financial management, budgeting, and preparing/monitoring federal and state grants	<ul style="list-style-type: none">• Valid Texas Driver License	<ul style="list-style-type: none">• Criminal background check• Pre-employment Drug/Alcohol Screening• MVR	<ul style="list-style-type: none">• Regular attendance is essential function of this job.• Must have and maintain a high degree of integrity and confidentiality

Special (Additional) Information



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The individual must have and maintain a high degree of integrity and confidentiality. Possible travel up to 25% for conferences and/or trainings or traveling to other County offices. Applicants must provide fingerprints for TXDPS and/or FBI criminal background history verification. A criminal history may disqualify candidates for this position. A signed confidentiality form will be requested upon employment. Job related tests may be required.

Karnes County currently provides 100% medical plan cost coverage for full-time employees. Qualified employees receive \$50,000 of life insurance at no cost. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will receive PTO and vacation, which are held until 90 days are complete.

Application Instructions:

To apply for the Karnes County Grant Administrator position, please complete the Karnes County Employment Application located at

<https://www.co.karnes.tx.us/upload/page/1040/docs/County%20Blank%20Applications/2025%20Karnes%20County%20Employment%20Application.pdf>

Then email the Karnes County application, a cover letter and resume to:

michelle.salais@co.karnes.tx.us and to wade.hedtke@co.karnes.tx.us

Questions regarding the position please call (830)780-3732. The position will be posted until it is filled.