



The Clermont County Department of Community and Economic Development (DCED) is currently seeking qualified candidates for the position of Grants Manager. Clermont County is a growing community on the east side of Cincinnati that contains suburban, rural, and historic communities with a range of grant management needs. With a diverse and growing economic base, the county is fiscally stable and actively engaged in promoting economic development to increase the tax base and provide employment opportunities for residents.

The Grants Manager position is newly created in response to Clermont County transitioning from an Ohio Small Cities community to an Urban County entitlement community status, as a result of the county's population officially surpassing 200,000 in 2013. HUD has provided a planning budget estimate of \$899,000 for FY 2016, and we are in the process of completing our first Consolidated Plan for a July 1, 2015 start to the fiscal year.

As a result of merging two departments in 2011, the DCED contains several related disciplines and functions which will provide a supportive framework and broader context in which the Grants Manager will perform his/her duties. The DCED includes the divisions of economic development, planning, community development block grants, geographic information systems and communications. As an integral part of the department, the Grants Manager will be responsible for the following functions:

- Overall responsibility for administration and implementation of CDBG, CHIP and HOME programs
- Complete all "front end" CDBG/CHIP/HOME activities, including Consolidated Plan updates, annual action plans, coordinating annual application schedule, conducting presentations and submitting grant recommendations to Board of County Commissioners
- Supervise the Grants Coordinator position, who will focus on all "back end" CDBG/CHIP activities including contract RFPs and bidding, construction agreements, invoicing, environmental reviews, and annual reporting or audits
- Serves as the main contact with local communities, and/or as project manager, for several other grant programs, including Ohio Public Works Commission and Appalachian Regional Commission

Minimum starting salary is \$47,278. Starting salary range is \$47,278 - \$58,739, negotiable DOQ. Application deadline is 02/16/15.

Clermont County Board of Commissioners offers a variety of desirable benefits to its employees which include: Health, Dental, Vision, and Life Insurance; Long Term Disability; Flexible Spending Accounts; Employee Assistance Program (EAP); Ohio Public Employees Retirement System (PERS); Deferred Compensation Plans (Supplemental Retirement Accounts); Tuition Assistance Program; Vacation; Sick Leave - 15 days per year; Personal Leave - 8 hours per year; Holidays - 10 paid per year; Direct Deposit; Healthy Work Environment - Clermont County provides a Smoke-Free and Drug-Free workplace.

The official position posting and employment application can be found at this link:
<https://www.myclermontauditor.org/MSS/employmentopportunities/>

No phone calls please.