

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1719
Job Title: Grant Coordinator
Salary Grade: 23
Bureau: Administration
Department: Justice Advisory Council
Dept. Budget No. 205
Position I.D. 9502625
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction and supervision of the Director performs a variety of specialized tasks surrounding the grant writing process and the development of JAC policy. Acts as a conduit for determining financial opportunities with the Cook County justice/public safety system. Is responsible for assessing the critical needs and areas with the Cook County criminal and civil justice system to provide a focus for areas in which obtaining grants would be most beneficial. Is privy to information of a sensitive and confidential nature, necessary to complete assignments for the department.

Key Responsibilities and Duties

Oversees implementation of grants obtained, which consists of, but is not limited to, interacting with numerous County and private agencies to develop specific grant requirements, developing a consensus among diverse agency goals and monitoring grant compliance.

Examines grant applications for legal sufficiency and the ability of the county to implement and perform the tasks required by the grant if awarded.

Analyzes State and Federal legislation to review new bills for their effect of Cook County, provides commentary where appropriate.

Continually researches and monitors available funding sources, both private and public for future grant proposal possibilities. Effectively writes and applies for available grants.

Provides legal analysis and researches legal issues to provide citations to sources.

Serves as a liaison between judges and the Judicial Advisory Council to provide an ongoing flow of communications.

Knowledge, Skills and Abilities

Extensive knowledge of federal, State and private foundation grant sources.

Ability to effectively procure grants for various uses within the Cook County criminal, civil justice and public safety systems.

Possession of excellent grant writing skills; ability to clearly articulate, through written documents, an analysis of possible grant application situations within Cook County.

Extensive knowledge of procedural aspects of grant writing, application, implementation and evaluation.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies.

General knowledge of basic accounting principles, methods and procedures.

Broad knowledge of municipal and state criminal and civil justice systems.

Ability to possess professional judgment in dealing with sensitive and confidential matters.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, **PLUS** a minimum of three (3) years' experience in Public Administration, Criminal Justice, Business, Social Work **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Public Administration, Criminal Justice, Business or Social Work.

Graduation from an accredited School of Law with a Juris Doctorate degree.

Five (5) years or greater professional work experience in the areas funding and management of public policy programs and/or developing, procuring and managing short and long term grant funded programs.

The duties listed are not set forth for purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.