



## **JOB ANNOUNCEMENT**

### **Grants and Contracts Coordinator**

**Terms:** Regular, full-time, overtime exempt position (40hrs/week), with benefits

**Hiring Salary Range:** \$60,000 - \$68,000 annually

**Job Classification and Range:** Grants and Contracts Coordinator, Range 8

**Priority deadline:** Initial review of applications will begin Monday, July 31. Applications accepted until the position is filled.

#### **Position Summary**

The Snohomish Conservation District (the District) is hiring a second full-time Grants and Contracts Coordinator to join our innovative and effective Business Operations Department. This position will collaborate closely with the existing Grants and Contracts Coordinator to provide oversight and support for post-award grants and contracts management, including procurement processes and financial operations. This is an outstanding opportunity for an individual to bring their technical expertise and creativity to support a diverse funding portfolio across all District programs. This position will report to the Chief Administrative Officer.

#### **About the Snohomish Conservation District**

One of 45 Conservation Districts in the State of Washington, the Snohomish Conservation District is a leader among peers with robust programs encompassing agricultural resilience, habitat restoration, forestry, urban stormwater, farm planning, youth education, community engagement and more. The District works with farmers, residents, and landowners on a collaborative and voluntary basis throughout our service area that includes Snohomish County and Camano Island. We take the mission of the District to heart - "work cooperatively with others to promote and encourage conservation and responsible use of natural resources" - as we implement successful and innovative projects.

#### **Essential Tasks**

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- In partnership with the Chief Administrative Officer, the two Grants and Contracts Coordinators administer the District's funding portfolio of 80+ grant and contract awards through all stages, from application development to closeout.
- Review funding awards to understand applicable rules and regulations. Conduct budget analysis to support Grant Managers in their budget planning and award management.
- Review expenditures to ensure compliance with District policies and award guidelines.
- Manage award information across multiple internal systems (our accounting system, Excel budget workbooks, and Smartsheet) and sponsor-specific systems (e.g., EAGL, PRISM, FPRS, ASAP, PIEE).
- Provide oversight to all informal and formal procurement processes for service contracts, purchased services, large scale supplies and materials purchases, and public works projects through all phases of the procurement and contracting process, including pre-solicitation, solicitation/bid/RFP/RFP process, contract negotiation, monitoring during period of award including reporting and payments, and close-out.
- Coordinate subrecipient contracts, conducting subrecipient risk assessments and monitoring.
- Draft outgoing contracts or subawards and supporting documentation.

- Support funding application development by creating application budgets that comply with applicable requirements and assisting with submission processes.
- Work collaboratively with the Business Operations team to review, prepare, process, and approve routine financial transactions including accounts payable, accounts receivable, payroll, tax payments, and more.
- Review, analyze, and reconcile financial information and accounts. Prepare financial reporting and work collaboratively with Grant Managers to ensure timely submission.
- Assist with audits by state, federal, and sponsor entities.
- Assist in continuous improvement of policies, procedures, and tools to increase efficiency and effectiveness.

### **Required knowledge, skills, and abilities**

Five years of relevant professional experience. Applicants with skills in many but not all these tasks will be considered as there is opportunity to tailor this position to the strengths of the applicant.

- Experience managing funds awarded from Federal and state sources.
- Experience with formal procurement, including solicitation, award negotiation and management, and close-out. Also, experience with qualifications based and public works procurements.
- Ability to interpret budget and financial issues, federal, state, and local government laws and regulations, and funder- and award-specific requirements regarding grant, contract, and procurement administration, and provide clear information and guidance to District staff and project partners.
- Strong aptitude for and skill with digital technology, including quickly learning new programs. Key technologies for this position include: complex Excel workbooks that include formulas, pivot tables, macros, and VBA; Smartsheet; Microsoft and Google Workspace tools; Adobe Acrobat; and cloud-based software (e.g. Springbrook Express, grants.gov, EAGL, PRISM)
- Exceptional attention to detail and high accuracy.
- Ability to be self-directed, take initiative and ownership, and develop solutions quickly and effectively. Enthusiasm for creating, maintaining, and improving processes, tools, and instructions.
- Ability to manage competing priorities and workflow to meet deadlines, and to be comfortable shifting priorities quickly as organizational demands require.
- Ability to thrive in a distributed team, collaborating effectively with staff working remotely to accomplish shared tasks.
- Willingness and ability to share knowledge and help build capacity of other staff through sharing of knowledge, training, and coaching.

### **Preferred Knowledge, Skills, and Abilities**

- Experience overseeing local government procurement and the ability to serve as the internal Subject Matter Expert for procurement – including commitment to continued learning.
- Experience undergoing Federal single audits.
- Relevant certifications (e.g. grant management, procurement, project management).
- A professional knowledge of policies and practices of conservation districts.
- Knowledge of regulations related to local government financial management, including BARS and SAO reporting, audits, and best management practices. Understanding of cash-based accounting, grant accounting, accounting systems/databases, and financial analysis and reporting.

### **Physical Requirements and Working Conditions**

This position works exclusively in an office environment. This position requires the ability to:

- Operate a computer almost constantly throughout a standard workday.
- Sit or stand for long periods of time in a standard workday
- Use finger dexterity and fine manipulation
- Hear and speak to exchange information in person, on the telephone, and via video conference

- Occasionally work beyond an 8:00 am – 5:00 pm schedule or on the weekend.
- Hold a valid, unrestricted Washington State driver's license (or ability to acquire upon hire).

### **Benefits**

The District offers a comprehensive benefits package which includes:

- Medical, including vision, insurance coverage through Washington State PEBB. The District matches employee dependent's medical premiums at 80%.
- Dental insurance coverage through Washington State PEBB for full-time employees. The District matches employee dependent's dental premiums at 100%.
- A monthly contribution to a health reimbursement arrangement (HRA) plan through Voluntary Employees Beneficiary Association (VEBA) for employees who opt to waive District medical insurance coverage.
- Life Insurance through Washington State Health Care Authority (WSHCA), with coverage paid by the District.
- Long Term Care coverage through the WA Cares Fund, with premiums paid by the District.
- Long Term Disability through WSHCA.
- Additional voluntary supplemental insurance opportunities are also available.
- Annual (vacation) leave accrued at a beginning rate of 8 hours per month, 8 hours of paid sick leave per month, and 12 paid holidays each year.
- Employer-contributed retirement program through the State of Washington Employees' Retirement System (PERS) and the ability to participate in the Deferred Compensation Program (DCP).
- All employees are covered by standard State and Federal programs, including WA Paid Family Medical Leave, Unemployment Insurance, Workers' Compensation, Social Security, and Medicare.
- Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

### **Work Location**

The position will be based out of our Lake Stevens office. After onboarding, there may be the option to work remotely. Some essential functions of this position require in-office or on-site work at specific times.

### **Application Instructions**

To apply for this position, please submit the following materials via our website at <https://snohomishcd.org/employment>:

- Cover letter stating why you are interested in this position
- CV or resume detailing your related experience

Candidates who advance in the hiring process may be requested to provide additional materials (such as a sample Excel workbook) or complete skills assessments.

If you have questions about applying or need accommodation during the application process, contact Sarah Jones at [hr@snohomishcd.org](mailto:hr@snohomishcd.org) or (360) 722-2679.

Applications will be reviewed beginning Monday, July 31. Position open until filled.

We strive to work in partnership with all, to provide equitable and accessible programming on a nondiscriminatory basis, and to continually improve how we do so. All programs and services of the Snohomish Conservation District are offered on a nondiscriminatory basis, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.