

08/25/2023



## JOB POSTING

### Grants Coordinator / Purchasing Assistant

Hamblen County Government is seeking applicants for the position of Grants Coordinator / Purchasing Assistant. This role is a key member of the County's Finance team and is responsible for all grant reporting and administration and managing County purchases requiring bids and proposals. This position reports to the Finance Director.

#### Primary Job Duties:

- Grant administration for Hamblen County Government to include monthly, quarterly, and annual reporting.
- Develop and maintain a centralized listing of grants
- Prepare and issue Invitations to Bid (ITB) Request for Proposals (RFP) or Request for Qualifications (RFQ)
- Develop and maintain a centralized listing of ITB's, RFP's or RFQ's
- Assist with the evaluation of bids and proposals and make recommendations
- Maintain records of grant expenditures and receivables.
- Prepare non-routine correspondence and special reports involving financial records and operations
- Maintain office files, account records and a variety of other records.
- Research and pull documents for annual audit
- Title VI Coordination

Candidates for the position must have had a minimum of an associate degree or equivalent work experience in grant administration, purchasing or related field; or an equivalent combination of education, training and experience demonstrating the required knowledge, skills, and abilities to perform the essential functions of the job.

Job Type: Full Time / Schedule: 8:00 a.m.– 4:30 p.m. Monday through Friday 37.5 hour work week

#### Benefits:

Employee Health Clinic  
Retirement Plan  
Paid time off  
Health/Dental/Vision  
Life Insurance  
Optional Insurances

Annual Salary Range: \$41,000 to \$46,000 – DOE

#### How to apply:

Submit a resume via email to [wendy.williams@co.hamblen.tn.us](mailto:wendy.williams@co.hamblen.tn.us) or via fax to 423-585-4699.