



Pennington County
Grant Manager
(Exempt C41)

Position Objective:

The Grant Manager assigned under the Pennington County Sheriff's Office oversees the implementation of grant awarded projects and initiatives to best manage the adult and juvenile incarcerated populations. The Grant Manager will provide project coordination in addition to operational and policy support for each project. This includes direct supervision of the Jail Release Coordinator and Pretrial Release Specialist.

In addition, the Grant Manager will provide assistance to other system reform efforts and/or proposed grants within Pennington County by assisting with the grant application, submission, implementation, and assisting with ongoing oversight and sustainability.

The Grant Manager is a grant funded position whose duties and responsibilities may evolve with the acquisition of new grant opportunities.

The Grant Manager typically works Monday through Friday between the hours of 8am and 5pm. Hours during the work week may vary to accommodate site visits, stakeholder meetings and implementation efforts. Some in and out-of-state travel will be required.

Essential Functions:

- Direct supervision of assigned staff to include: selection, performance management, training and scheduling.
- Facilitating multi-disciplinary meetings including elected officials, public safety and behavioral health stakeholders, operational staff, and community members.
- Preparing presentations, statistical reports and professional/technical writing documents.
- New and ongoing project management including programming and support.
- Providing guidance and assistance in the implementation based on applicable data, research, and best practice.
- Maintaining contact with all technical assistance providers to ensure implementation adheres to all requirements and recommendations from each grantor.
- Ensuring completion of all required reports and data analysis to ensure the implemented strategies are data-driven and follow all grantor requirements.
- Reviewing data related to the operation and performance of system to identify areas for improvement.
- Writing grant applications or assisting in the development of applications and submits them as appropriate.
- Ensuring grants submissions have a high level of probable success/acceptance.
- Completing post grant award requires to include financial requirements for reporting.
- Working with governmental and community partners to clearly identify system needs and leverage resources to meet these needs.
- Attending trainings and meetings as required.
- Adhering to policy and procedure
- Other duties as assigned

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's Degree in Criminal Justice, Criminology, Human Services, or a related field is required.
- At least 3 years of substantive, professional-level experience working in program development and/or project management. Comparable combination of education and experience may be considered. Experience working in multi-disciplinary environment strongly preferred.
- Demonstrated working experience in project management to include professional or technical writing.
- Experience with Microsoft Office products, data compilation and presentation software programs such as excel and power point.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in an office. Will require movement between secure facilities to include juvenile and adult corrections settings with exposure to an inmate population.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.