



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Grant Manager

**Department:** Operations

**Posting Issued:** March 15, 2023

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** \$71,753.34/Annually

**Shift:** 1st

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave and Personal Leave;

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

Plans, develop, coordinates, and implements grants, projects, and Court programs. Provides oversight to the Ohio Department of Youth Services (ODYS) Subsidy grant. Writes, administers, and reports on other federal, state, and local grants the Court pursues. Creates and negotiates contracts between the Court and external service providers. Serves as a lead in grant writing and data development across Court program continuum. Works in close partnership with other grant staff and Court departments to write and submit grant applications including narratives and budgets. Complies, reviews, and analyzes data for Court departments.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### **QUALIFICATIONS**

An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Master’s Degree in public administration, business administration, accounting, finance, legal studies, or other related fields. Experience with State and Federal laws and guidelines regarding grants and subawards submission, management, reporting, and oversight. Five years’ work experience, including program development and implementation, and supervision. Experience with Excel, PDF Software, Microsoft Dynamics 365, and other standard office software. CPA a plus.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

**AN EQUAL OPPORTUNITY EMPLOYER**