



Job Opening

Job Title: Temporary Grant Writer/Administrator
Pay Rate: \$20 - \$25 per hour (DOE)
Department: Administration, City of Craig
Date Posted: March 12, 2024

Position Summary

Under the direction of the City Administrator, the Temporary Grant Writer/Administrator will work on a variety of grants from federal, state and private sources for the City of Craig. Grant work will include coordination with other departments, procurement, grant writing, tracking existing grants, grant reporting, coordinating grant financials and other aspects of grant management as needed. The city currently has a number of open grants, grants under application, identified congressionally directed spending requests, and pending state and federal grant applications ranging across several departments and projects.

Duties & Responsibilities

- Tracking Current Grants and maintaining program and financial reporting.
- Continuing work on pending grant applications and administering newly approved grants.
- Analyzing Notices of Funding Availability and coordinating with city departments for new grant opportunities.

Qualifications

- Must have high school diploma or GED.
- Postsecondary education preferred.
- Must pass pre-employment drug screening.
- Experience writing applications, administering and managing state, federal, and private grants.
- Experience with grants.gov preferred.

Position opened until filled.

Applications

Complete job description and application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com or drop off at City Hall. **Position open until filled.**

The City of Craig is an Equal Opportunity Employer