



DEPARTMENT: Finance
POSITION: Grants Specialist I
TYPE: Full time
SALARY: \$35,283 annually
BENEFITS: Full range of benefits
CLOSING DATE: Open until filled



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the **Capital of the Eastern Shore**, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

Profile: Research and become familiar with granting organizations and grant opportunities. Find and identify likely sources of grant revenue for the City of Salisbury and its citizens. Apply for grant funds and administer grant-funded projects (pre-award and post-award monitoring). Work with community partner organizations and maintain cooperative agreements. Perform grant administrator function for community development grants. Assist Grant Manager with grant administrator functions for the City's Community Development Block Grant (CDBG) program, Program Open Space and other grants. Navigate online grant portals and other submission platforms with proficiency. Accurately prepare and maintain documents, records, reports, and grant documentation for the City.

Preferred Education: Associate's degree required, Bachelor's degree preferred in English, Business, Public Administration, or Equivalent training, education, and/or experience.

Preferred Experience: Two years of experience in research, grant writing, analytical and quantitative presentations required. Grant Administration and/or Finance experience is required. Work well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups. Must be able to prioritize and multitask while paying attention to detail. Must adhere to strict deadlines of the grant submissions and post award stipulations. Must be able to accurately prepare and maintain records, reports and grant documentation

How to Apply: Submit City application, cover letter, driving record and resume to the following address or apply online at www.salisbury.md/apply

City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801