

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Grants Analyst
Department of Management and
Budget

An Equal Opportunity Employer

Grants Analyst – Department of Management and Budget

\$24.09 hourly (Grade C12), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on **Thursday, October 15, 2020**

The Department of Management and Budget is seeking an analytical, collaborative and resourceful professional to assist Carroll County agencies with grant submissions, grant management and grant monitoring.

On a typical workday the Grants Analyst will: evaluate grant opportunities; analyze grant submissions; edit grant narratives, performance measures and budgets; interpret grant assurances and conditions; and communicate grant requirements to departmental, fiscal, legal and senior staff.

An ideal candidate will be detail-oriented, have strong written and verbal communication skills, work well with staff across the organization, manage multiple projects and be deadline driven.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree in Business Administration or related field
2. Two years experience in grant monitoring, grant management, or grant writing.

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 9/24/2020
(21-28)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.