



## PERSONNEL COMMITTEE

Friday, March 4, 2022  
9:00 A.M.

Courthouse & Government Center  
Board of Commissioner's Room

### AGENDA

1. Call to Order
2. Public Comment
3. Emergency Management Coordinator agreement – Appendix A
4. Grant Administrator – Appendix B
5. Other items from Committee members
6. Adjournment

ADDENDUM TO WORK AGREEMENT DATED OCTOBER 1, 2020 WITH MICHAEL MACHEN

This addendum is to the agreement, attached hereto, between and on behalf of Manistee County 911, Manistee County, and Michael Machen.

On April 20, 2021 at the regular Board of Commissioners' meeting and April 21, 2021 at the regular 911 Board meeting, both groups approved to enter into an agreement with Michael Machen to assume the duties of the Emergency Management Coordinator. The parties agreed that Michael Machen will begin duties effective April 21, 2021. The term of this agreement is for a period of one (1) year.

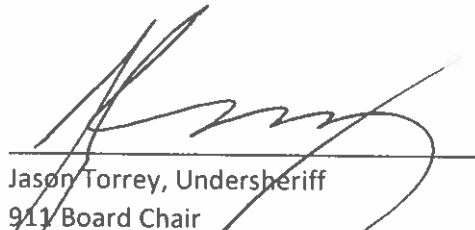
The parties agree to the below terms of this addendum:

1. Michael Machen will receive an additional \$10,000 in compensation annually for his duties as the Emergency Management Coordinator.
2. At the expiration of the term, the position, compensation, and duties will be evaluated.
3. Under this agreement, Manistee County will act as the fiduciary for the grant agreement with the Michigan State Police to provide funds for Emergency Management services. All grant funds will flow through Manistee County. The Emergency Management Coordinator will submit all required work logs and financial reports to granting agency. Any invoices will need to be submitted to the Manistee County Administrator's Office for reimbursement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date corresponding with their respective signatures.

Accepted By:

  
\_\_\_\_\_  
Jeffrey A. Dontz  
Manistee County Board Chair

  
\_\_\_\_\_  
Jason Torrey, Undersheriff  
911 Board Chair

  
\_\_\_\_\_  
Michael Machen  
Deputy 911 Director/Emergency Management Coordinator



## **JOB DESCRIPTION**

**TITLE:** Grant Administrator  
**DEPARTMENT:** Administration  
**REPORTS TO:** Controller/Administrator  
**PAY GRADE:**

### **SUMMARY**

Under the supervision of the Controller/Administrator, the Grants Administrator is responsible for coordinating the development, administrative management, reporting and closeout of grants entered into by Manistee County. The Grants Administrator will ensure that Manistee County's grant-making and related processes, documents, procedures and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.

### **EMPLOYMENT QUALIFICATIONS**

#### **Required**

- Bachelor's Degree in Business or related field and 3 years' experience in Grant Administration or equivalent.
- Experience in Grant Writing

#### **Preferred**

- Experience working with federal grants

### **SKILLS**

- Strong interpersonal communication skills and demonstrated ability to write clearly and persuasively.
- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Superior organizational skills
- Project management skills
- Excellent verbal and written communication skills

## **ABILITIES**

- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Perform all activities to prepare and manage all grant proposals for various government agencies.
2. Coordinate with program staff and perform research on all programs and evaluate all budgets for grant proposals.
3. Administer all programs and prepare schedule for site visits with help of various members and submit it to management.
4. Prepare and maintain records of database and prepare files for all foundation and prepare reports to maintain track of all grant activities.
5. Evaluate all grant proposals and administer all terms and conditions and ensure compliance to all Brookings standards.
6. Maintain record of all grant bills and prepare appropriate invoices and collect balances from all administrators.
7. Maintain project records and prepare all modifications to resolve various application issues for grant funds.
8. Prepare appropriate reports for all funders and ensure work within deadline and ensure compliance to all contracts.
9. Coordinate with program directors and managers and prepare appropriate reports for same.
10. Collaborate with accounting departments and prepare financial budget and ensure adherence to all federal and state rules.

11. Perform all federal and state audits on all grant related information and prepare all reports for all expenses.
12. Monitor and track all database and ensure work within deadline and manage work according to requirements.

**PHYSICAL REQUIREMENTS**

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to walk, sit and/or stand for long periods of time.

**WORKING ENVIRONMENT**

Works in office conditions.

Job Description Approved: _____
Job Description Revised: _____