

TUSCALOOSA COUNTY CIVIL SERVICE BOARD

Vacancy Announcement

The Tuscaloosa County Civil Service Board is accepting applications for the position of Grants & Community Development Administrator. This position is a highly responsible professional level administrative position which involves work in the areas of grants, economic development, and community planning.

Responsibilities: The position incumbent will be responsible for securing and administering various Federal and State grants for County projects; working with program directors, members of other County agencies and departments, State and Federal agency officials, and other parties concerning application and management procedures for various State and Federal grant programs. The incumbent works with State Department of Transportation officials, the County Public Works department, and others in developing proposed road and bridge projects involving State and/or Federal funding assistance, as well as other grant, economic and community development projects as determined. A detailed job description is attached.

Education: A minimum of a bachelor's degree in Accounting, Finance, Public Administration, or a related business field from an accredited four-year college or university is required.

Experience: Work experience should include (but is not limited to) grant application preparation, community planning and administration of grants. Additional work experience should include data collection methods, beneficiary surveys, conducting public hearings and meetings, as well as supervisory accounting or finance related responsibilities pertaining to grants and community development.

Salary range: The beginning salary is \$73,194 per year, with annual step raises to \$93,370. Benefits include Alabama State Retirement (Tier 1); Health Insurance \$50/ month single, \$100/month family; 12 paid holidays; and paid leave beginning at 10 days/year and increasing with seniority.

Applications are available online at tuscco.com, in the Tuscaloosa County Personnel Office, 714 Greensboro Avenue, Suite G-78, Tuscaloosa, AL 35401, or by mail by calling (205) 464-8400.

Applications, to include a resume, will be accepted through 5:00 pm, Friday, March 26, 2021, in the County Personnel Office.

Tuscaloosa County is an Equal Opportunity Employer