**JOB TITLE:** Grants Administrator II  
**CLASS CODE:** BE40  
**POSITION NUMBER:** 60020910  
**SLOT NUMBER:**  
**STATE SALARY RANGE:** $50,833.00 - $94,048.00 Annually  
**AGENCY HIRING RANGE - MIN:** 55,000  
**AGENCY HIRING RANGE - MAX:** 65,000  
**LOCATION:** Richland County, South Carolina  
**JOB TYPE:** FTE - Full-Time  
**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)  
**RESIDENCY REQUIREMENT:**  
**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**  
**AGENCY SPECIFIC APPLICATION PROCEDURES:**  
Applications are incomplete if you fail to answer all questions, education and work history. Incomplete applications are not referred to hiring managers. Please provide an explanation of any gaps of employment. A resume may be attached with your application, but not substituted for completing the work history section of the application. A background investigation will be conducted after a contingent offer of employment. As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status. South Carolina is making our veterans a priority for employment in state agencies and institutions. Click here for eligibility requirements.  
**JOB RESPONSIBILITIES:**  
The SC Rural Infrastructure Authority is a mission-oriented agency designed to help communities by providing public infrastructure financing. The agency is looking for a self-motivated individual with strong analytical and project management skills to assist in the evaluation of projects for funding, grant management and the provision of technical assistance to local governments and other eligible entities regarding the development and implementation of infrastructure projects. Responsibilities include conducting comprehensive reviews of applications and making recommendations for funding of competitive grants, development of grant agreements, and ongoing monitoring and review of projects awarded grants for timely performance, financial management, program compliance and accomplishment of project objectives. Additional duties include developing program information and guidelines, conducting training, reviewing and preparing reports and other documentation of program performance.
MINIMUM AND ADDITIONAL REQUIREMENTS:
A bachelor's degree in business administration, public administration or the social sciences and experience in contracts and grant administration activities.

PREFERRED QUALIFICATIONS:
A Bachelor's degree and three years of related experience in public administration or Master’s Degree in a related field and one year of public administration experience. One year of grant experience is preferable.

The successful candidate must be able to communicate effectively, both orally and in writing and to develop effective working relationships with customers and partner agencies. Must have excellent organizational skills, attention to detail and the ability to handle multiple projects and meet deadlines under limited supervision. Must possess analytical and problem-solving skills. Working knowledge of public infrastructure, facilities and/or economic development is a plus. Must be proficient with various Microsoft and web-based applications.

ADDITIONAL COMMENTS:
Limited in state travel required. Applicants must possess a valid SC Driver’s License. Applicants indicating college credit or degree(s) on the application will be required to bring an official copy of their college transcript to the interview or before offered the position. This will serve as verification of credentials listed on the application.