



County Administrator
Allen J. Massey

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

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COMMISSIONERS

ALAN T BUSH
District One

DAVID PETTIS, JR.
District Two

TRAY HAWKINS
District Three

WESLEY GRIFFIN
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District Five

FUQUA & MILTON
County Attorneys

JOB ANNOUNCEMENT GRANTS/SPECIAL PROJECTS COORDINATOR Advertisement Date: 02/07/2024-02/15/2024

Salary Range: \$18.77-\$22.97 Hourly

The Washington County Board of County Commissioners is currently accepting applications for a GRANTS/SPECIAL PROJECTS COORDINATOR. This is a highly responsible professional and administrative work involving planning, monitoring, writing and reviewing Federal and State grant programs as well as Project Manager and/or Special Projects Coordinator to assist the County Administrator in all areas of County government. An employee assigned to this position is responsible for ensuring grant reimbursements and reports are completed in a timely manner; grant activities are progressing and in compliance with funding requirements and grant continuation documents are prepared and submitted on time. Ensures all documents presented to the Washington County Board of County Commissioners for approval comply with Federal, State and Local grant guidance and applicable laws and County Policies and Procedures.

Minimum Training and Experience:

- Graduation from an Accredited Four Year College or University.
- Two Years of Experience in Grant Program Management, Public Relations Business, Marketing or Government, with an emphasis on Administration and Management. A comparable amount of experience may be substituted for the required education.

Applications may be accessed on-line at www.washingtonfl.com. Applications and job descriptions may be obtained at the Washington County Board of County Commissioners' office located at 1331 South Boulevard, Chipley, FL 32428. All interested applicants MUST submit an Employment Application to the Human Resources Department in the Washington County Board of County Commissioners' office by 4:00 PM on February 15, 2024. All questions regarding this position or other vacancies should be directed to the Human Resources Department, 850-415-5151. The selected applicant will be subject to a background check. Veteran's Preference is accepted in accordance with FS 295.08.

****We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, disability or handicap, or any other legally protected status.**

EQUAL OPPORTUNITY EMPLOYER/DRUG-FREE WORKPLACE

February 6, 2024. All questions regarding this position or other vacancies should be directed to the

Human Resources Department, 850-415-5151. The selected applicant will be subject to a background check. Veteran's Preference is accepted in accordance with FS 295.08.

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