Job Title: Grant Administrator, Communications and Human Resource Development
Department: Administration
Reports to: Court Administrator
Hours: 8:30 a.m. – 4:30 p.m.
FLSA Status: Exempt

Summary:

This is an unclassified position that serves at the pleasure of the court. Under the general direction of the Court Administrator assists with Human Resource development, prepares proposals for Grant applications and coordinates and directs media, public information and community outreach activities for the Domestic Relations Court. Performs other duties related to court administration and special projects (e.g., preparation of the Annual Report).

Provides Human Resource services in the area of employment and benefits (e.g. works collaboratively with Court Administrator and department directors to assist with recruitment, staffing, training and development. Including FMLA, onboarding, training, performance and evaluation reviews, employee relations and correspondence).

Prepares proposals for grant applications, and performance of professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities including administration of successful grant awards. Grant administration includes, but is not limited to tracking performance measures, preparation of financial reports, grant agreements, status/progress reports, and monitoring compliance with grant provisions.

Essential Duties and Responsibilities:

The following duties are normal for this position and are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.
**Grant Administrator**

- Research and identify government and private funding opportunities; and distribute information on current grant opportunities to the Court.
- Prepare grant proposals and supporting documents that are well written, researched, documented, and timely submitted in response to solicitations.
- Manage all communications with funding agencies and organizations.
- Acquire and maintain up-to-date knowledge of funding from federal, state and local programs and submission deadlines for applications.
- Maintain records of all payments and change requests.
- Initiate meetings and identify appropriate staff members to become the grant development and grant review committee when preparing proposals and grant applications.
- Coordinate writing and budget development at pre-award stage of proposal.
- Collaborate with Judges, Department Managers and staff to identify funding needs and develop a grant funded strategy for submitting proposals.
- Coordinate and complete paperwork, electronic registration, and submission necessary for proposals and grants.
- Develop and maintain a central depository of boilerplate language of information on Court programs, Court projects, Court data, past grant proposals, and funding records for the Court.
- Coordinates the evaluation of outcomes for each grant; develops tools or systems to collect outcome data.
- Monitor and analyze all grant budgets and make recommendations to ensure quality assurance.
- Maintains all required records for grant compliance. Identifies and resolves noncompliance issues.
- Conducts internal audits and prepares outcome reports for grant compliance; conducts internal audits and prepares reporting documentation for state and federal grants; provides scheduled progress and activity reports.
- Conducts training on regulations, requirements, application procedures, and/or project administration. Monitors and tracks grant expenditures; prepares progress and activity reports and/or billings.
- Request and review scoring documentation on all grants submitted in order to identify strengths and weaknesses in grant submittals to improve upon future applications.

**Communication Spokespersons**

- The Courts communications spokesperson advises the Judges, Court Administrator and Department Managers regarding communications with the media.
- Provides proactive media, community, and staff relations, through the review and editing of news releases, newsletters, emails, and articles.
- Assists Court in responding to information requests in compliance with the Ohio Rules of Superintendence.
- Responsible for organizing and representing the court at special events such as news conferences and award ceremonies.
• Coordinate and implement the Court’s public/community information strategies, policies, and procedures, including the potential use of social media as an organizational information resource.
• Writes, reviews, and approves content changes to court website.
• Assist in the preparation of and/or delivering speeches and community outreach presentations on behalf of the Court.
• Coordinate and supervise intern and school “shadow” programs with law schools, colleges and schools.

**KNOWLEDGE, SKILLS AND ABILITIES:**

• Requires the ability to manage multiple priorities, to deal with large number of variables, and to determine specific action. Must be able to define problems, collect data, establish facts, draw valid conclusions, and make recommendations for action.
• Possess excellent interpersonal skills and ability to communicate effectively and dynamically, both orally and in writing, with Judges, staff, Court employees, other elected officials, media representatives and the public.
• Requires strong organizational skills with the ability to implement systems and follow up processes.
• The ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with judges, attorneys, supervisors, co-workers, and the public.
• Ability to work both independently and collaboratively in a team environment
• Requires excellent oral and written communications, interpersonal, negotiation project planning, judgment, leadership, decision-making, analysis, and problem-solving skills.
• Requires the ability to produce work within tight time constraints. Ability to meet multiple deadlines and deal with shifting priorities. Ability to effectively work under pressure.
• Must have ability to use required internet applications for grant filing and administration.
• Requires alertness, concentration, and attention to detail to ensure accuracy when typing, filing, proofreading, and replying to inquiries.
• Ability to show flexibility and initiative, and have a strong work ethic geared toward customer service
• Must be perceived as responsible, reliable, and trustworthy, with demonstrated willingness to take independent positions. Demonstrate effective time management.
• Ability to maintain confidentiality and demonstrate discretion in handling sensitive information and data, and the highest ethical standards.
• Possess a professional appearance and demeanor at all times.
• Competency with the use of computers and the following Microsoft Office Standards
**Word**  |  **Excel**  |  **Outlook**  |  **Video Conferencing**  
---|---|---|---  
• Cut & Paste  | • Copy/Rename Worksheet  | • Create New Email Message  | • Use video conferencing platforms such as Zoom©, Microsoft Teams and WebEx  
• Find & Replace Text  | • Insert Column/Row  | • Forward or Reply to Email  | • Create and schedule a video conferencing session  
• Format text  | • Format Cells  | • Add Attachment(s) to Email Message  | • Use video and audio controls  
• Create & Manage paragraph Style  | • Sort & Filter  | • Open & Save Attachment(s)  | • Share screen  
• Insert Footers/Headers  | • Find & Replace Text  | • Create & Add Signature  | 
• Create & Manage Lists  | • Remove Duplicates  | • Create Calendar Appointment  | 
• Track/Accept/Turn-off changes  | • Prepare for Print  | • Schedule a Meeting  | 
• Convert to PDF  | 

**EDUCATION:** To be qualified as the Grant Writer/Communications Spokesperson, a candidate must hold a bachelor’s degree from an accredited college or university in English, creative writing, public or business administration or a related field.

**EXPERIENCE:**  
Minimum of (3) three to (5) five years of experience and a proven track record in grant writing, reviewing, managing and/or administering grants is required. Experience in DOJ is preferred. Previous experience must demonstrate a proven record of accomplishments in securing new funding opportunities.

Minimum three (3) years public relations, communications, journalism or community outreach experience, or any equivalent combination of training and experience. Prior on camera or on-air experience is desirable. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Preferred:** Completion of the Court Management Program (CMP) through NCSC and the Supreme Court of Ohio, earning the designation of Certified Court Manager (CCM) and or Certified Court Executive (CCE).

**PHYSICAL REQUIREMENTS:**

Must be able to sit or stand for 8 hours per day and must be able to operate a computer for up to 8 hours per day. This job includes significant amounts of sitting, talking, listening, stooping, crouching and reaching with hands and arms, including the ability to reach into four drawer file cabinets. Must also be able to lift or move items weighing up to 25 pounds.
WORKING ENVIRONMENT:
This position requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with Judges and other Court personnel, other elected officials and agencies, attorneys, electronic and print media representatives and the general public.

APPLICATION REQUIREMENTS:
The Cuyahoga County Domestic Relations Court requires submission to a criminal history background check and drug testing and proof of education, and COVID-19 vaccination prior to employment.

Submit application, letter of interest and resume via email or ordinary mail to:

Email: DR_Recruiting@cuyahogacounty.us

Jim Zak, Court Administrator
Cuyahoga County Domestic Relations Court
1 West Lakeside Avenue. Room 149
Cleveland, Ohio 44113

The Cuyahoga County Domestic Relations Court is an equal employment opportunity employer that employs an alcohol, drug, smoke, weapons and violence free work environment.