



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	6/13/2022	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	PROJECT COORDINATOR	
DEPARTMENT	ECONOMIC DEVELOPMENT	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal Monday through Friday, 40 hours per week with occasional overtime, out-of-town travel and after hours required.	
PAY GRADE	Grade C7, Step 0 (\$17.25/hr)	
POSITION DESCRIPTION	Responsible for researching, applying for grant funds meeting the county needs; coordinating between county, local, state, and federal grantors to ensure guidelines are met and projects are completed in a timely manner. Assists to promote Cullman County and grant sources and activities. Other duties as assigned.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Knowledge of grant writing principles and policies. • Ability to perform research to locate funding sources. • Ability to communicate effectively with supervisors, elected officials, local, state and federal agency representatives, co-workers and the general public • Ability to work with Federal, State, and local elected officials, all Cullman municipalities, fire departments, communities, and organizations along with the general public. • Must be computer/internet savvy (Microsoft: Word, Excel, Power Point, etc.) and possess excellent oral and written communication skills with public speaking and presentations also required. • Must possess valid Alabama driver license and have a driving record that meets standards set by the county's insurance carrier. 	
EDUCATION	A four-year college degree and/or three years' related work experience; however, any combination of education and work experience which provides the qualifications listed above will be considered. Previous grant writing experience preferred.	
HOW TO APPLY	<p>Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4891</p>	

Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status.