



Lee County Government CDBG-DR Grants Analyst

SALARY	\$60,000.00 - \$90,000.00 Annually	LOCATION	Fort Myers, FL
JOB TYPE	Full-Time Regular	JOB NUMBER	07873BB-SRGA
DEPARTMENT	County Manager - SRGA	OPENING DATE	04/01/2026
CLOSING DATE	4/6/2026 11:59 PM Eastern	FLSA	Exempt

Description



The Grants Analyst will play a key role in managing and overseeing federal grants and programs, specifically the Community Development Block Grant Disaster Recovery (CDBG-DR) Funds. This position works independently with minimal supervision, managing complex projects and collaborating with stakeholders at various levels. The ideal candidate will have strong analytical skills, excellent communication abilities, and a proven track record in grants management, policy development, and compliance oversight.

The purpose of this class within the organization is to manage federal grants and/or programs.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

What You Will Do

- Manages federal Community Development Block Grant Disaster Recovery (CDBG-DR) funds, ensuring compliance with HUD regulations for disaster recovery projects. Key duties include project management, reporting in the system of record, monitoring subrecipient compliance, and assisting with the preparation of required reporting.
- Develop and update policies and procedures in response to changes in grant or program requirements. Collaborate with management to align grant-funded projects and timelines with organizational goals and strategies.

- Coordinate with internal and external stakeholders and County management staff on special projects/ programs. Assist, facilitate, and supervise stakeholders in planning, development, and implementation.
- Collaborates with vendors, municipalities, and county departments to ensure efficient and effective implementation of CDBG-DR-funded infrastructure, public facilities, and other programs.
- Assists in the management of contracts for CDBG-DR staff augmentation and program implementation vendors, including monitoring performance and cost effectiveness. Facilitates effective day-to-day communication between County, municipality, and vendor staff.
- Research and assist in the preparation of amendments to the CDBG-DR Action Plan within the HUD Disaster Recovery Grant Reporting (DRGR) system. Ensure compliance with program and internal deadlines. Collaborate with implementation vendors and department staff to complete reporting, analyze data, and make recommendations for improvements and efficiency.
- Performs related work as assigned.

Education, Experience, Licensing

What We're Looking For

Minimum Qualifications

Requires any combination of education and experience equivalent to a Bachelor's degree in Public Administration, Business Administration, Construction Management, Urban Planning, or a closely related field

AND

Two (2) years of closely related professional experience, defined as experience in one or more of the following:

- Administration or management of federal or state grant programs, including compliance, reporting, or subrecipient monitoring
- Public sector construction or infrastructure project management, including scope, schedule, budget, and stakeholder coordination
- Public sector contract development and administration, including vendor oversight and performance monitoring

Experience must include:

- Ensuring regulatory compliance for publicly funded programs or projects
- Federal disaster recovery programs, such as FEMA Public Assistance, Hazard Mitigation Grant Program (HMGP), or HUD CDBG-DR
- Coordinating with multiple stakeholders (e.g., agencies, vendors, municipalities, or subrecipients)
- Valid driver's license with an acceptable driving record

Supplemental Information

- Strong analytical, research, and problem-solving skills.
- Excellent communication and presentation abilities.
- Experience with federal grants, particularly CDBG-DR or similar programs, is highly preferred.
- Proficiency in grant management systems (e.g., DRGR, Smartsheet, Quickbase) and Microsoft Office Suite.
- Ability to work independently and manage multiple priorities effectively.
- Strong attention to detail and a commitment to compliance.

Additional Information: This position is funded through grants and is contingent upon the availability of funding. Some positions may require specific licenses/certifications, either at the time of hire or within a specified period.

Supplemental Information

Work Schedule: Monday – Friday, 8:00 AM – 5:00 PM

Why Join Us?

As a Grants Analyst, your work will directly support disaster recovery efforts that help rebuild communities and improve long-term resilience in Lee County. You will gain valuable experience in federal grants, project management, and public service while working alongside a dedicated and supportive team.

About the Department

The Lee County Department of Strategic Resources supports county programs through planning, data analysis, federal and state grant management, and long-term community recovery efforts. The department works across multiple divisions to strengthen countywide systems, improve services, and ensure programs follow all required rules and regulations. Staff collaborates with internal teams, community partners, and local governments to deliver effective, efficient, and accountable programs that serve Lee County residents.

About Lee County:

Lee County is located in beautiful Southwest Florida and is home to over 800,000 residents. We are dedicated to serving our community with high-quality services and a focus on sustainability and innovation. Join us in making Lee County a great place to live, work, and visit. Find out more about Lee County at [Lee County Government](#).

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

All County employees are required to work before, during, or after an emergency as needed. This may include temporarily being assigned to work and performing duties outside of the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this classification. All positions are subject to a criminal background check. A conviction in and of itself may not necessarily preclude employment. Some positions may be subject to a pre-employment drug screening. Certain service members and veterans, and the spouses and family members of such service members and veterans, who claim and meet eligibility requirements of veterans preference, receive preference and priority in employment and are encouraged to apply.

Employer

Lee County Government

Address

P.O. Box 398
ATT: Human Resources
Fort Myers, Florida, 33902

Phone

(239) 533-2245

Website

<https://www.governmentjobs.com/careers/leecounty>

CDBG-DR Grants Analyst Supplemental Questionnaire

*QUESTION 1

Do you possess a valid driver's license with an acceptable driving record?

- Yes
 No

*QUESTION 2

Do you have experience coordinating with Federal disaster recovery programs, such as FEMA Public Assistance, Hazard Mitigation Grant Program (HMGP), or HUD CDBG-DR? **(Please include this experience in the Work History section of your application.)**

- Yes
- No

***QUESTION 3**

Do you have experience coordinating with multiple stakeholders such as government agencies, vendors, contractors, or subrecipients? **(Please include this experience in the Work History section of your application.)**

- Yes
- No

***QUESTION 4**

Do you have two (2) years of professional experience in grant administration, compliance oversight, public sector project management, or contract administration? **(Please include this experience in the Work History section of your application.)**

- Yes
- No

***QUESTION 5**

Do you have experience with disaster recovery programs (e.g., FEMA Public Assistance, CDBG-DR)? **(Please include this experience in the Work History section of your application.)**

- No
- Yes – indirect exposure
- Yes – direct responsibility

***QUESTION 6**

Do you have experience ensuring regulatory compliance for federally or state-funded programs or projects? **(Please include this experience in the Work History section of your application.)**

- Yes
- No

***QUESTION 7**

Do you have experience working in the public sector within the State of Florida? **(Please include this experience in the Work History section of your application.)**

- Yes
- No

*** Required Question**