



Charlotte, County of (FL) Utilities Grants Analyst

SALARY	\$27.76 - \$36.78 Hourly	LOCATION	3280 South Tamiami Trail Unit 505 Port Charlotte FL 33952, FL
JOB TYPE	Full-time	JOB NUMBER	2026-00324
DEPARTMENT	UTIL - ADMINISTRATION	OPENING DATE	10/17/2026
CLOSING DATE	10/25/2026 11:59 PM Eastern	FLSA	Exempt
BARGAINING UNIT NB			

How You Can Help Us Make a Difference

Are you ready to help bring funding to life for impactful community programs? In this role, you'll lead and support the full lifecycle of grant funding—researching opportunities, writing proposals, ensuring compliance, and monitoring performance to help fund critical County projects and services that benefit the community and offset taxpayer costs.

You'll identify, research, and analyze a wide range of grant opportunities from federal, state, and private sources. Working collaboratively with County departments, community partners, and external agencies, you'll gather data, develop strong grant narratives, and assemble the documentation needed for competitive applications. You'll also evaluate funding requirements, recommend match strategies, and assess the financial and operational impact of potential awards.

Once funding is secured, you'll take a lead role in grant administration—ensuring compliance with all applicable regulations, managing contracts and budgets, and maintaining accurate and organized documentation. You'll prepare and submit progress, financial, and programmatic reports; monitor performance outcomes; conduct site visits as needed; and support audits and reviews to ensure all grant requirements are met.

You'll serve as a key resource and point of contact for grant-related systems and processes, providing guidance and training to County staff, nonprofit partners, and community organizations. Your work will help build internal capacity by supporting departments in developing applications, understanding compliance requirements, and improving grant management practices.

Staying current on evolving regulations, funding trends, and best practices, you'll contribute to continuous improvement in the County's grant programs and processes. If you're detail-oriented, analytical, and motivated by the opportunity to secure and manage funding that makes a real difference, this role offers a meaningful way to support programs that strengthen the community.

Your Purpose & Day-To-Day Journey

You have a strong understanding of departmental policies, modern office practices, and proficiency in Microsoft Word, Excel, PowerPoint, and other job-related software. You bring knowledge of state and federal grant processes, including grant writing, monitoring, and compliance, along with an understanding of funding sources and requirements.

You're experienced in budget development and financial oversight, with the ability to manage and track large funding allocations responsibly. Your analytical and research skills allow you to evaluate data, interpret policies, and identify opportunities to improve processes and maximize efficiency.

You're an effective communicator—both written and verbal—with the ability to develop compelling proposals, present information clearly, and engage with a variety of audiences. Organized and detail-oriented, you can prioritize tasks, meet deadlines (even during demanding budget cycles), and maintain accurate records and reports.

You exercise sound judgment and discretion when applying policies and regulations, and you approach challenges with resourcefulness and professionalism. You're comfortable conducting research across multiple sources and using data to inform decision-making.

Above all, you're a collaborative professional who builds strong working relationships with leadership, coworkers, external partners, and the public—while providing responsive guidance and excellent customer service.

Education & Credentials That Power This Role

Education and Experience:

An equivalent combination of relevant training, education and experience:

- Bachelor's Degree
 - Preferred:
 - Business Administration
 - Finance
- Three (3) years of experience in grant coordination and administration.

Licenses and/or Certificates:

- Must maintain a valid driver's license.

Extra Details You Should Know

PHYSICAL DEMANDS

Walking, sitting, hearing, seeing up close, talking, standing, finger movement, repetitive motions. Occasionally lifting up to 15 pounds.

WORK ENVIRONMENT

Work is performed in a relatively safe, and secure work environment.

RISK/SAFETY CONDITIONS

The position requires no exposure or risk related to physical and/or mental health and safety.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Charlotte County is an Affirmative Action/ADA/Veterans' Preference and Equal Opportunity Employer. Women, Minorities, and Persons

with Disabilities are Encouraged to Apply.

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.

Charlotte County is an Affirmative Action, ADA and Equal Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply. As a veterans' preference employer, 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. In addition, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements.

All positions with Charlotte County may be subject to drug testing in accordance with the Drug-Free Workplace Program and/or County policy.

Employer

Charlotte, County of (FL)

Address

18500 Murdock Circle
Room 130
Port Charlotte, Florida, 33948

Phone

941-743-1260

Website

<https://www.CharlotteCountyFL.gov>

Utilities Grants Analyst Supplemental Questionnaire

*QUESTION 1

Please indicate the number of grants you have managed; name the types of grants and sponsoring agency.

*QUESTION 2

Describe a specific requirement you identified in a grant or loan agreement, contract, or procurement document. What did it require, how did you interpret it, and what steps did you take to meet it?

*QUESTION 3

Describe a compliance question you addressed by researching state or federal law, regulations, or agency guidance. Identify the sources you consulted and explain your conclusion or recommendation.

*QUESTION 4

SCENARIO: A construction project funded by a grant is preparing to go out for bid. How would you determine which grant requirements must be included in the solicitation and contract? Describe how you would verify and document the requirements and communicate them to the Purchasing department and the project manager.

* Required Question