Orange County Sheriff's Office

Grant Coordinator

LOCATION	Central Complex, 2500 West Colonial Drive, Orlando, FL	**JOB TYPE**	Full Time
JOB NUMBER	26-00428	**DEPARTMENT**	Fiscal Management
OPENING DATE	11/16/2026	**CLOSING DATE**	12/4/2026 3:00 PM Eastern
HIRING SALARY	Starting Salary: ($26.26 hourly) $54,620.80/yr or ($27.05 hourly) $56,264.00/yr. with 3+ years of experience		

JOB SUMMARY

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MINIMUM REQUIREMENTS & ESSENTIAL FUNCTIONS

Performs professional grant coordinating functions while implementing and managing law enforcement grants. The primary duties include researching grant opportunities, preparing grant applications, maintaining and managing grant documentation, producing programmatic and financial grant reports, evaluating/analyzing programs, grant performance measurement, and special projects. Work is performed under general supervision and is reviewed while in progress and upon completion. #oj

Minimum Requirements

- At least 18 years of age.
- Must be able to comprehend and communicate fluently in verbal and written English.
- U.S. Citizen or possess a current permanent resident card.
- Clean criminal history; any arrest history will be individually evaluated.
- No illegal drug usage within the past year. Other drug usage will be evaluated on a case by case basis.
- Bachelor's (B.A. or B.S.) degree from four-year college or university in Public Administration, Business Administration or related field **AND** a minimum of two (2) years of experience in grant management, budget analysis or other related grant experience. Additional years of experience may substitute for up to two (2) years of education.
- If this posting indicates a degree is required, the following experience will apply in lieu of any degree as follows:
    - Four (4) years of direct experience for a Bachelor's Degree
- Must have a valid Florida driver's license. Must attend and successfully complete the agency sponsored Law Enforcement Vehicle Operations (LEVO) Training if assignment includes driving agency vehicle. Use of agency

vehicle would require appropriate driving history and passing agency biennial driver's physical exam.
- Identifies grant opportunities via web research, listserves, networking and other methods.
- Consults with personnel affected by proposed applications to develop goals and objectives. Coordinates procedures, required compliance, and mandated guidelines necessary to obtain grant funding.
- Prepares grant applications for submittal to local agencies, the State, and Federal Government.
- Prepares grant documents for the Sheriff, Board of County Commissioners, and the granting agency.
- Manages and maintains master files on grants for auditing and compliance requirements.
- Coordinates evaluation and monitoring of the grant funded programs, which includes collection and analysis of data. Prepares periodic financial and program reports to comply with grant requirements. Assists grant monitors and auditors as necessary.
- Serves as liaison for grant administration with the Orange County Sheriff's Office, local agencies, and State and Federal Government. Attends meetings and presents materials to various boards, committees, and grant program managers.
- Coordinates, prepares, and submits grant-related budget adjustments, monthly claims, and other monthly, quarterly and/or annual reports to the grantor.
- Performs other special projects as assigned.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, employees, government officials, foundation board members and/or the general public.
- Must have knowledge of grant application process and writing of applications.
- Must have advanced writing skills to include creative writing and grammatical proficiency.
- Ability to prepare clear and concise written reports/correspondences.
- Knowledge of various law enforcement related grant programs available from local agencies, the State, and Federal Government. Knowledge of management research principle techniques, methods, systems analysis, and performance measures.
- Knowledge of county administration and organization, functions, budgets, and operations.
- Must have proficient computer skills to include MS Word, MS Excel, and basic computer applications.
- Ability to interpret and ensure compliance with applicable policies, procedures, and regulatory requirements.
- Ability to conduct research and compile technical data for the preparation of grant proposals.
- Ability to track and monitor various projects and programs.
- Ability to assign and review the work of others.
- Ability to plan, prioritize, and coordinate multiple projects.
- Ability to establish and maintain effective working relations with employees, both sworn and civilian.
- Ability to work independently. Ability to apply basic mathematical concepts, such as computing interest, proportions, percentages, and discounts.
- **PREFERRED QUALIFICATIONS:**
    - Experience in a governmental agency preferred.
    - Experience with 2 Code of Federal Regulations (CFR) Chapter I & II, Part 200, et al., also preferred.

PROCESSING & TRAINING

ADDITIONAL PROCESSING:

- Some positions, depending on the responsibilities, may require the candidate to successfully pass a physical or other selection processes when needed.
- **Please upload a copy of your resume that is no longer than two (2) pages in length to your application**

PHYSICAL DEMANDS & WORK ENVIRONMENT