

GRANTS ADMINISTRATOR

The Lake County Commissioners are seeking an individual to coordinate the Community Development Block Grant Program in Lake County. The successful candidate will provide technical assistance in implementing programs, preparation of the annual application, attend public hearings, prepare environmental reviews, determination of eligible, coordination with various groups and organizations, be familiar with EEO and HUD requirements and regulations. This is a diversified job which requires essential organizational, time management, communication, regulatory and technical skills. In addition to administration of program, successful applicant will be involved in fiscal activities and financial reporting requirements of the office. The position will work closely with other office staff, department heads, local community officials and county non-profit agencies. Bachelor degree in Public Administration, Urban Studies, Planning, Business Administration, or a related field is preferred. Valid State of Ohio Driver license required. Full position description can be viewed at www.lakecountyohio.gov/commissioners. Qualified candidates should send resumes and references by July 13, 2012 to: William A. Margalis, Director of Administrative Services, Lake County Board of Commissioners, 105 Main St., Painesville, Ohio 44077.

**EQUAL OPPORTUNITY EMPLOYER
M.F.V.H.**