

2021 MAY 14 AM 10:33

COUNTY OF BOWIE

Bi-State Justice Center
100 North State Line Avenue
Texarkana, Texas 75501

Bowie County Courthouse
Post Office Box 248
New Boston, Texas 75570-0248



May 13, 2021

Job Opening:

Grant Administrator

Duties and Responsibilities

Administers the County's grants programs.

Administers and monitors various County grants and their associated programs.

Reviews new grant opportunities in a proactive manner.

Consults with Elected Officials regarding potential grant opportunities.

Assists departments with grant opportunities and the respective requirements.

Reviews grant and disaster recovery programs and closeouts.

Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires Bachelor's degree.

Requires five years of experience in federal, state or local government grants management of which four are in a management position or closely related experience.

How to apply:

Applications are online at co.bowie.tx.us under the Employment Opportunities tab.
Applications and resumes can be emailed to paige.brock@txkusa.org