Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Grant Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP311	**Financial Services**	**Grant Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**May 15, 2026**

The Grant Administrator administers and coordinates grant application reviews, grant writing, research, and other grant documentation that support the department's mission, vision, and values. Establishes effective methods, systems, metrics, and processes for grant administration. Establishes and maintains effective business relationships to promote grant writing, research, and a strong support base. Serves as a liaison on various internal and external committees focused on grants.

DEPARTMENT OF BEHAVIORAL HEALTH

The Grant Administrator administers and coordinates grant-related activities that support the strategic and operational goals of the department. Includes grant research, compliance, reporting, monitoring, and financial tracking. Establishes effective systems, metrics, and processes for grant administration that align with department priorities. Collaborates with internal departments, external partners, and community stakeholders to ensure the successful implementation and oversight of grant-funded initiatives. Emphasizes post-award grant management and interagency collaboration.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs, oversees, and monitors the administration of grants, if applicable, from federal, state, municipal, University of New Mexico, private, and healthcare organizations to ensure internal controls over awarded grants are properly maintained.

- Ensures federal and state government grant awards are managed in compliance with County policies, laws, regulations, and the provisions of contracts or grant agreements.
- Reviews expenditures and revenues for each specific project/grant and monitor financial aspects to ensure the department meets all reporting requirements to funding agencies in a timely and accurate manner.
- Coordinates with appropriate agencies and accounting personnel to ensure grants are properly closed out at the end of the grant term and in accordance with the project close-out business process. Ensures each specific grant is reconciled, and all recorded expenditures and revenues are valid, accurate, and complete.
- Prepares monthly grant management, summary, and analysis reports identifying the current status of federal and state government grants, including the date of award, amount, expenditures to date, billings to date, collections to date, and expiration date to monitor and evaluate the efficiency and effectiveness of each department's financial grant operations.
- Establishes an effective grant administrator presence and collaborate with grant principals, departments, and other grant personnel to support their efforts while developing systems, processes, and workflows for accurate countywide grant reporting.
- Develops grant partnerships with internal and external entities and disseminates grant opportunities to appropriate personnel.
- Coordinates, schedules, oversees, and facilitates quarterly grant review committee meetings, including preparation of agenda items, rosters, and documentation of discussion points and action items.
- Develops and maintains systems to ensure all personnel responsible for grants submit grant applications through the Grant Administrator's Office for review.
- Ensures all grant applications align with administrative instructions, are fiscally responsive, and are filed accurately and on time with appropriate internal and external authorities.
- Provides timely grant training programs and tools for grant personnel, including conferences, workshops, and communication of funding sources.
- Serves as the point of contact for various federal government databases for grant opportunities, including management of the Data Universal Numbering System (DUNS).
- Writes grant proposals when necessary and administer the grant writing process, providing technical assistance on proposals, workflows, and other aspects.
- Uses monitoring and compliance tools, demonstrating understanding of OMB Circulars, Financial Guide standards, and Grant Award Notifications.
- Provides administrative and technical oversight by reviewing and processing reimbursement requests, completing progress reports, conducting compliance assessments, attending project meetings, and closing out award files.
- Reviews guidelines and administrative instructions and gather feedback from grant principals on proposed changes. Monitors compliance with these instructions and processes.
- Facilitates and/or serves on committees, task forces, groups, and teams as assigned.
- Prepares agenda items, periodic and summary reports across areas of responsibility.

- Supervises and directs personnel as necessary within specific project areas.
- Performs other job-related duties as required or assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Accounting, Public Administration, Business Administration, Economics, or a related field.
- Five (5) years of work experience in an administrative role, which includes grant administration.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

BEHAVIORAL HEALTH

- Bachelor's degree in Accounting, Public Administration, Business Administration, Economics, Criminology, or a related field.
- Five (5) years of professional experience in an administrative capacity including experience in grant application, grant writing, and grant administration.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

BEHAVIORAL HEALTH

- For positions within Behavioral Health, a Master's degree and experience in Criminology are preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

BEHAVIORAL HEALTH ONLY

- Pursuant to the Criminal History Screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at the MATS facility will be required to complete a caregiver criminal history screening for all caregivers.
- Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if the applicant has a disqualifying condition on their record at the time of application.

WORKING CONDITIONS

- Most essential job duties are performed indoors in climate climate-controlled environment.
- The primary work surface is an even, dry, carpeted, or tiled floor.
- Works alone primarily, with or without directions. Works with a group at times, and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, calculator, computer, fax machine, and copy machine are used in the performance of essential job duties.
- Various forms of paperwork are handled in the performance of essential job duties.